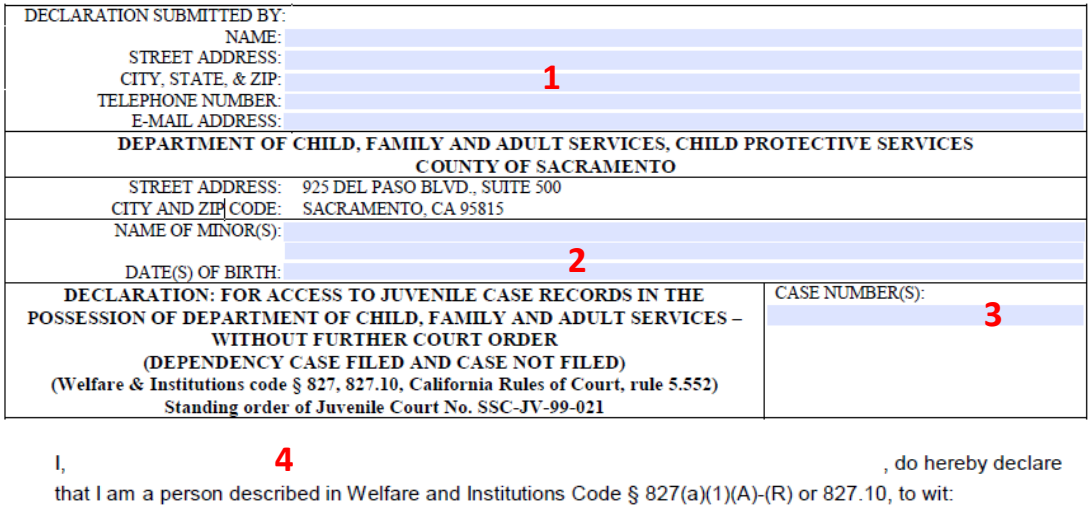
Instructions for Completing the CPS Records Request Form

Complete the form in full. Incomplete forms must be corrected and will delay the processing of your records request. If you have any questions about how to complete or submit the form, contact the CPS Gatekeeper of records at:

CPSGatekeeper@saccounty.gov or (916) 875-6350

Every Requester:

1. Complete the *Declaration Submitted By* box at the top of the form with your contact information. Fill in ALL information.
2. Include the name of every child (minor) for whom you want records. The date of birth for every child is required. Information will only be released for children listed on the form.
3. Fill in the case number if known. This can be left blank if not known
4. Fill in your name in the blank section of the line that states, "I (write in your name), do hereby declare…"



DECLARATION SUBMITTED BY:
NAME:
STREET ADDRESS:
CITY, STATE, & ZIP: 1
TELEPHONE NUMBER:
E-MAIL ADDRESS:

DEPARTMENT OF CHILD, FAMILY AND ADULT SERVICES, CHILD PROTECTIVE SERVICES
COUNTY OF SACRAMENTO

STREET ADDRESS: 925 DEL PASO BLVD., SUITE 500
CITY AND ZIP CODE: SACRAMENTO, CA 95815

NAME OF MINOR(S):
DATE(S) OF BIRTH: 2

DECLARATION: FOR ACCESS TO JUVENILE CASE RECORDS IN THE POSSESSION OF DEPARTMENT OF CHILD, FAMILY AND ADULT SERVICES – WITHOUT FURTHER COURT ORDER
(DEPENDENCY CASE FILED AND CASE NOT FILED)
(Welfare & Institutions code § 827, 827.10, California Rules of Court, rule 5.552)
Standing order of Juvenile Court No. SSC-JV-99-021

CASE NUMBER(S): 3

I, 4 , do hereby declare
that I am a person described in Welfare and Institutions Code § 827(a)(1)(A)-(R) or 827.10, to wit:

December 2022

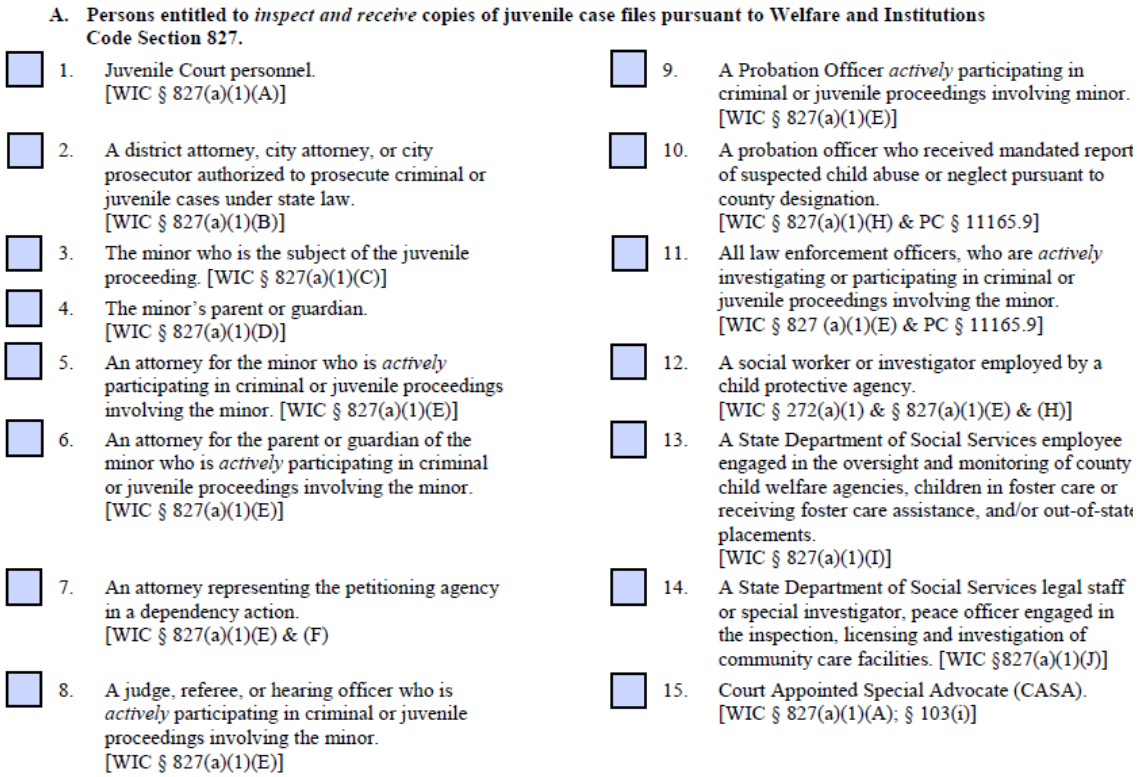
Instructions for Completing the CPS Records Request Form

5. Depending on your relationship to the child, check the correct box in <u>Section A</u>.

<u>Child who is now an adult (self):</u>
Check <u>box 3</u>

<u>Parent:</u> Check <u>box 4</u>

<u>Legal Guardian with Guardianship papers:</u>
Check <u>box 4</u>



A. Persons entitled to *inspect and receive* copies of juvenile case files pursuant to Welfare and Institutions Code Section 827.

1. Juvenile Court personnel. [WIC § 827(a)(1)(A)]
2. A district attorney, city attorney, or city prosecutor authorized to prosecute criminal or juvenile cases under state law. [WIC § 827(a)(1)(B)]
3. The minor who is the subject of the juvenile proceeding. [WIC § 827(a)(1)(C)]
4. The minor's parent or guardian. [WIC § 827(a)(1)(D)]
5. An attorney for the minor who is *actively* participating in criminal or juvenile proceedings involving the minor. [WIC § 827(a)(1)(E)]
6. An attorney for the parent or guardian of the minor who is *actively* participating in criminal or juvenile proceedings involving the minor. [WIC § 827(a)(1)(E)]
7. An attorney representing the petitioning agency in a dependency action. [WIC § 827(a)(1)(E) & (F)
8. A judge, referee, or hearing officer who is *actively* participating in criminal or juvenile proceedings involving the minor. [WIC § 827(a)(1)(E)]
9. A Probation Officer *actively* participating in criminal or juvenile proceedings involving minor. [WIC § 827(a)(1)(E)]
10. A probation officer who received mandated report of suspected child abuse or neglect pursuant to county designation. [WIC § 827(a)(1)(H) & PC § 11165.9]
11. All law enforcement officers, who are *actively* investigating or participating in criminal or juvenile proceedings involving the minor. [WIC § 827 (a)(1)(E) & PC § 11165.9]
12. A social worker or investigator employed by a child protective agency. [WIC § 272(a)(1) & § 827(a)(1)(E) & (H)]
13. A State Department of Social Services employee engaged in the oversight and monitoring of county child welfare agencies, children in foster care or receiving foster care assistance, and/or out-of-state placements. [WIC § 827(a)(1)(I)]
14. A State Department of Social Services legal staff or special investigator, peace officer engaged in the inspection, licensing and investigation of community care facilities. [WIC §827(a)(1)(J)]
15. Court Appointed Special Advocate (CASA). [WIC § 827(a)(1)(A); § 103(i)]

Instructions for Completing the CPS Records Request Form

6. Fill in your name in the *Your Name* section on page 2

7. Depending on your relationship to the child, check the correct box in <u>Section B</u>, on page 2.

<u>Child who is now an adult (self):</u>
Do <u>not</u> check a box in this section

<u>Parent:</u> Check <u>box 2</u>

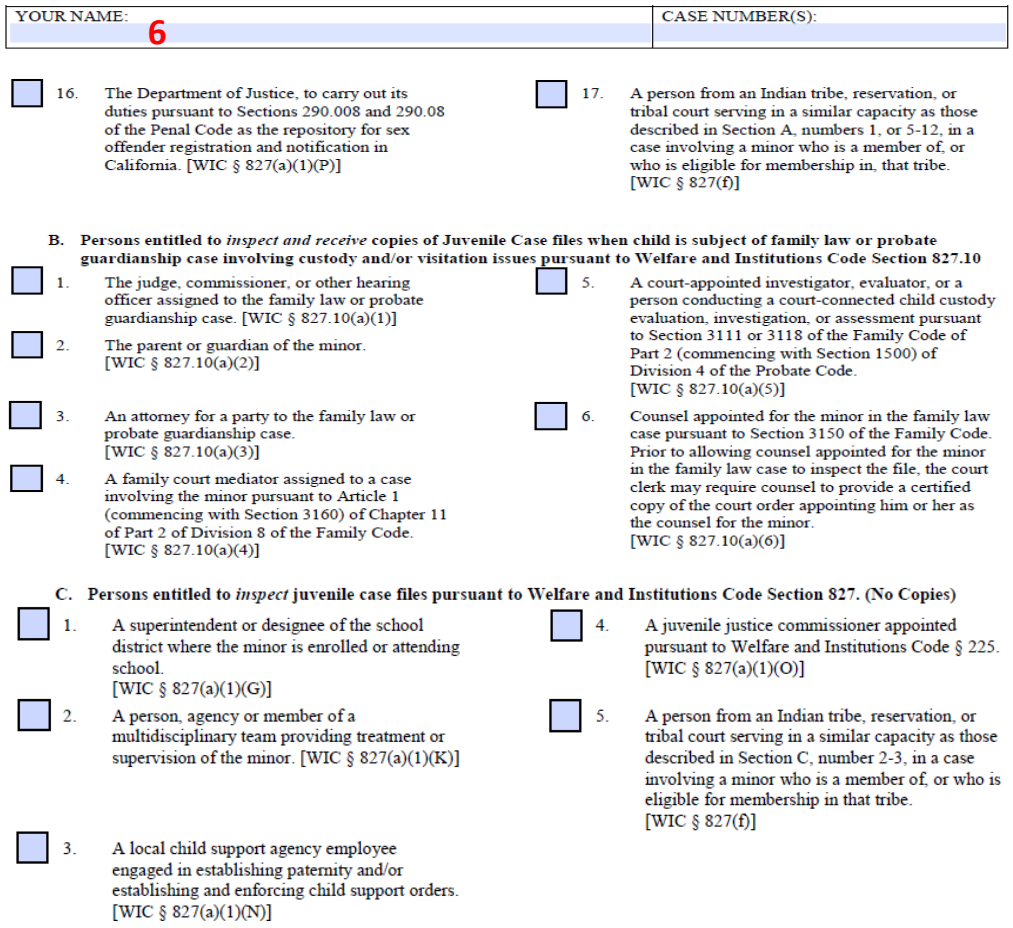
<u>Legal Guardian with Guardianship papers:</u>
Check <u>box 2</u>

8. Depending on your relationship to the child, check the correct box in <u>Section C</u>, on page 2.

<u>Child who is now an adult (self):</u> Do <u>not</u> check a box in this section

<u>Parent:</u> Do <u>not</u> check a box in this section

<u>Legal Guardian with Guardianship papers:</u>
Do <u>not</u> check a box in this section



YOUR NAME: 6 | CASE NUMBER(S):

☐ 16. The Department of Justice, to carry out its duties pursuant to Sections 290.008 and 290.08 of the Penal Code as the repository for sex offender registration and notification in California. [WIC § 827(a)(1)(P)]

☐ 17. A person from an Indian tribe, reservation, or tribal court serving in a similar capacity as those described in Section A, numbers 1, or 5-12, in a case involving a minor who is a member of, or who is eligible for membership in, that tribe. [WIC § 827(f)]

B. Persons entitled to *inspect and receive* copies of Juvenile Case files when child is subject of family law or probate guardianship case involving custody and/or visitation issues pursuant to Welfare and Institutions Code Section 827.10

☐ 1. The judge, commissioner, or other hearing officer assigned to the family law or probate guardianship case. [WIC § 827.10(a)(1)]

☐ 2. The parent or guardian of the minor. [WIC § 827.10(a)(2)]

☐ 3. An attorney for a party to the family law or probate guardianship case. [WIC § 827.10(a)(3)]

☐ 4. A family court mediator assigned to a case involving the minor pursuant to Article 1 (commencing with Section 3160) of Chapter 11 of Part 2 of Division 8 of the Family Code. [WIC § 827.10(a)(4)]

☐ 5. A court-appointed investigator, evaluator, or a person conducting a court-connected child custody evaluation, investigation, or assessment pursuant to Section 3111 or 3118 of the Family Code of Part 2 (commencing with Section 1500) of Division 4 of the Probate Code. [WIC § 827.10(a)(5)]

☐ 6. Counsel appointed for the minor in the family law case pursuant to Section 3150 of the Family Code. Prior to allowing counsel appointed for the minor in the family law case to inspect the file, the court clerk may require counsel to provide a certified copy of the court order appointing him or her as the counsel for the minor. [WIC § 827.10(a)(6)]

C. Persons entitled to *inspect* juvenile case files pursuant to Welfare and Institutions Code Section 827. (No Copies)

☐ 1. A superintendent or designee of the school district where the minor is enrolled or attending school. [WIC § 827(a)(1)(G)]

☐ 2. A person, agency or member of a multidisciplinary team providing treatment or supervision of the minor. [WIC § 827(a)(1)(K)]

☐ 3. A local child support agency employee engaged in establishing paternity and/or establishing and enforcing child support orders. [WIC § 827(a)(1)(N)]

☐ 4. A juvenile justice commissioner appointed pursuant to Welfare and Institutions Code § 225. [WIC § 827(a)(1)(O)]

☐ 5. A person from an Indian tribe, reservation, or tribal court serving in a similar capacity as those described in Section C, number 2-3, in a case involving a minor who is a member of, or who is eligible for membership in that tribe. [WIC § 827(f)]

Instructions for Completing the CPS Records Request Form

Every Requester:

9. Fill in your name in the *Your Name* section on page 3

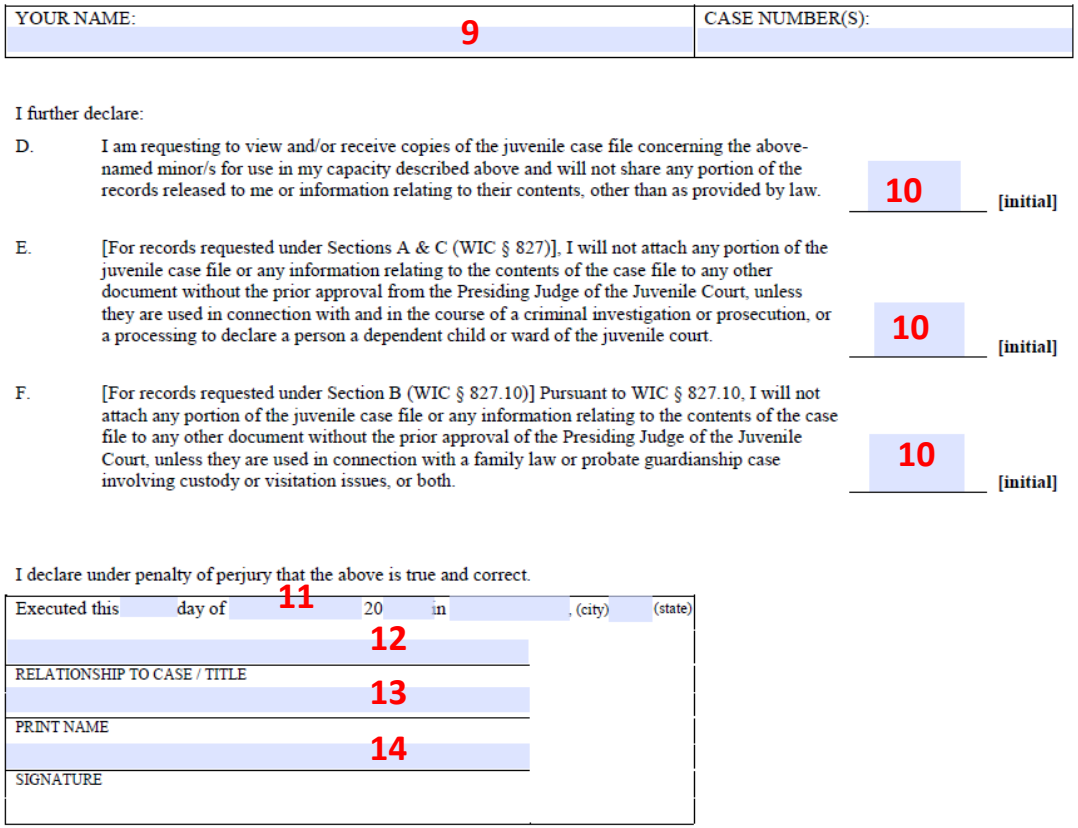
10. Sign your initials for paragraphs D, E, and F

11. Fill in the *Executed this day* section with the date you complete the form. Put in day of the month first, then month, then year. Fill in the city and state you are in when completing the form.

12. Fill in your relationship to the case/title: Adult Minor, Mother, Father, Legal Guardian, etc.

13. Print your name

14. Sign your name



YOUR NAME: 9

CASE NUMBER(S):

I further declare:

D. I am requesting to view and/or receive copies of the juvenile case file concerning the above-named minor/s for use in my capacity described above and will not share any portion of the records released to me or information relating to their contents, other than as provided by law. 10 [initial]

E. [For records requested under Sections A & C (WIC § 827)], I will not attach any portion of the juvenile case file or any information relating to the contents of the case file to any other document without the prior approval from the Presiding Judge of the Juvenile Court, unless they are used in connection with and in the course of a criminal investigation or prosecution, or a processing to declare a person a dependent child or ward of the juvenile court. 10 [initial]

F. [For records requested under Section B (WIC § 827.10)] Pursuant to WIC § 827.10, I will not attach any portion of the juvenile case file or any information relating to the contents of the case file to any other document without the prior approval of the Presiding Judge of the Juvenile Court, unless they are used in connection with a family law or probate guardianship case involving custody or visitation issues, or both. 10 [initial]

I declare under penalty of perjury that the above is true and correct.

Executed this day of 11 20 in , (city) (state)

12

RELATIONSHIP TO CASE / TITLE

13

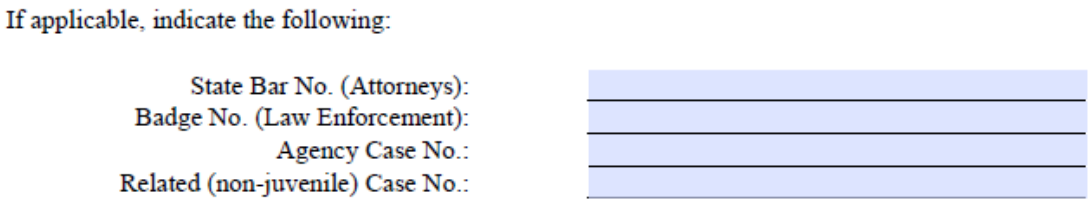
PRINT NAME

14

SIGNATURE

Instructions for Completing the CPS Records Request Form

15. Attorneys, law enforcement, mediators, etc. complete this section as applicable. Parents, guardians, and minors do not need to complete if no case number is known.



Once you have completed the request form, email to CPSGatekeeper@saccounty.gov. The form must be emailed as one PDF attachment. You may also submit in person to the Gatekeeper at: 925 Del Paso Blvd., Ste. 500, Sacramento, CA 95815