

RECORDS REQUEST FORM



DENVER JUVENILE COURT

520 W. Colfax Ave.

Room 125

Denver, Colorado 80204

(303)606-2307

Records requests will be processed in a timely manner. You must fill in this form completely, including signing the bottom. For Denver Juvenile Court to release any information or documents, a valid, government-issued photo ID is required. If you are mailing this form, a notarized signature is required. Without this, your request will be rejected. If you do not list the case number on this form, a \$5 search fee will be applied and must be paid prior to the request being fulfilled. All juvenile cases are suppressed, which means that only certain people may access records. The Clerk of the Court may restrict access to court files or portions of court files by the authority granted in the Colorado Revised Statutes/Rules, Supreme Court Rules, Chief Justice Directives, and local administrative orders/directives. If you are requesting adoption records, please submit form JDF 532 (Request for Access to Adoption Records).

Your Information

First name: _____ Last name: _____

Date of birth: _____

Mailing Address: _____

Email Address: _____ Phone Number: _____

Request Information:

We may not be able to locate or confirm ownership of a record when information is limited.

Case number: _____

Case type: _____

Party information (names on the case): _____

Other identifying case information: _____

Are you a party listed on the case you are requesting information for: YES NO

Records Requested: Please put a check mark next to the document type.

Paternity & Support (JV)	Juvenile Delinquency (JD)	Dependency & Neglect (JV)
<ul style="list-style-type: none"> - Custody Order/Parenting Plan - Child Support/Modification Order - Protection Order - Judgement information - Responses - Motions - Petition 	<ul style="list-style-type: none"> - Petition - Disposition/Sentence Order - Protection Order 	<ul style="list-style-type: none"> - Petition - Final Orders - Confirmation of Foster Care Form

Miscellaneous: Please select all that apply.

Register of Actions/ROA (a brief case summary including, but not limited to charges, sentences, and court minute orders.

Requested documents/information need to be certified. Additional fees apply for certification of documents.

Method of Payment:

I will pay in person when I pick up my records.

I will mail a check made out to Denver Juvenile Court.

Fees: Will be provided to you by the clerk processing the records request.

Copies – first 20 pages are free, and then \$.25 per page	Certification - \$20 per document
Transcript of Judgement - \$25	Research/redaction Fee (assessed in 15-minute increments after the first hour) - \$30 per hour
Offsite Retrieval Fee - \$15 per case	Name search/case search fee - \$5

SIGNATURE OF REQUESTOR: _____ **DATE OF REQUEST:** _____