

## STEPS TO REQUEST JUVENILE RECORDS

1. Juvenile court filings are accepted at the Juvenile Justice Center (JJC) located at 2500 Fairmount Drive Suite C3013, 3<sup>rd</sup> Floor, San Leandro, CA 94578. Phone: (510) 618-1106

(The Clerk's Office hours are 8:30 a.m. to 2:30 p.m., Monday through Friday, excluding holidays. The drop box is available from 2:30 p.m. to 4:00 p.m.)

2. The Court will review your request and respond to you in writing. If approved go to step 3.
3. Bring your approved "Petition to Obtain Report" to the Oakland Police Department Records Division, located at 455 7<sup>th</sup> Street, 3<sup>rd</sup> Floor Room 306. Records Division hours are Monday through Friday from 8:00 a.m. to 3:00 p.m.  
**Please be advised: The report will not be ready the same day you turn in your approved "Petition to Obtain Report".**
4. You will be contacted via the telephone number you list on your "Petition to Obtain Report" when your report is ready for pick up.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):   <div style="display: flex; justify-content: space-between;"> <div>TELEPHONE NO:</div> <div>FAX NO (Optional):</div> </div> <div>E-MAIL ADDRESS (Optional):</div> <div>ATTORNEY FOR (Name):</div>	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	CASE NUMBER:
CHILD'S NAME: CHILD'S DATE OF BIRTH:	RELATED CASES (if any):
<b>PETITION TO OBTAIN REPORT OF LAW ENFORCEMENT AGENCY</b>	
1. Petitioner's name and address (if representing another person, organization, or agency, provide names and addresses):  	
2. Petitioner's relationship to child (if any):  	
3. Police department or law enforcement agency possessing records:  Report number:	
4. The reasons for this request are: (Describe in detail. Attach additional pages if necessary.)        <div style="display: flex; align-items: center;"> <input type="checkbox"/> Continued in Attachment 4.       </div>	
5. <input type="checkbox"/> The Notice to Child and Parent/Guardian Re: Release of Juvenile Police Records and Objections (form JV-580) was served on the <input type="checkbox"/> child or <input type="checkbox"/> parent on (date):	

I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.

Date:

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE OF PETITIONER)

Number of pages attached: \_\_\_\_\_

☐ PETITION GRANTED    ☐ PETITION DENIED  
☐ ADDITIONAL ORDERS:

Date:

\_\_\_\_\_  
JUDICIAL OFFICER

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