

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. It is important for you to provide a valid phone number on this form so that the clerk may contact you when your records are ready to be picked up or if the clerk has any questions. 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. All juvenile cases are suppressed, which means that only certain people may access records. Additionally, for our court to release any information or documents, a valid, government-issued photo ID is required. If you do not list the case number on this Records Request Form, a \$5 search fee will be applied and must be paid prior to the request being fulfilled. If you are requesting adoption records, please submit form JDF 532 (Request for Access to Adoption Records) or call the clerk's office for more assistance.

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