

## INFORMATION ON FILING A MOTION FOR DISCLOSURE

In accordance with Rule 2.4(b) of the Rule of Jefferson Parish Juvenile Court, attached is a Motion for Disclosure which is available for use by anyone requesting access to Juvenile Court Records.

### Rule 2.4 Confidentiality of Proceedings

- (a) Except as otherwise provided by Children's Code Article 407, all juvenile proceedings are confidential and closed to the public. Public access to the proceedings may be restricted according to available space in each courtroom as well as any security needs.
- (b) Except as otherwise provided by Children's Code Article 412, all juvenile records are to remain confidential. Access to records may be permitted for good cause shown pursuant to a motion for disclosure addressed to the section Judge. A form motion is available from the Office of the Clerk of Court for Jefferson Parish Juvenile Court.
- (c) When a record has been removed for review it shall be replaced with a signed, dated slip indicating the file number of the case, who is using the file and where the file can be located.

Once properly completed and signed, the Motion should be filed with the Clerk of Court. The Clerk will present the motion to the judge of the section to which the case is assigned. After due consideration, the judge may grant the motion, deny the motion or set the motion for a contradictory hearing.

Revised 6/24/03

STATE OF LOUISIANA

DOCKET #:

IN THE INTEREST

JUVENILE COURT

\_\_\_\_\_

PARISH OF JEFFERSON

\_\_\_\_\_

STATE OF LOUISIANA

SECTION: \_\_\_\_\_

FILED: \_\_\_\_\_

DEPUTY CLERK

**MOTION FOR DISCLOSURE**

Now into Court comes \_\_\_\_\_,

Who moves this Court for disclosure of information pursuant to Louisiana Children's Code Article 412 and respectively represents:

I.

That your mover is

- a party in the above captioned case
- an attorney of record for \_\_\_\_\_, who is a party in the above captioned case.
- a representative of an agency or institution, namely, \_\_\_\_\_
- a representative of a court, namely, \_\_\_\_\_
- Other (Explain) \_\_\_\_\_

II.

That your mover is herein requesting disclosure of records and/or reports of:

- this Court
- Probation Officer(s), namely \_\_\_\_\_
- Law Enforcement Agencies, namely \_\_\_\_\_

who is believed to be the custodian of such records and/or reports.

III.

That your mover requests disclosure of the following particular information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV.

That the above information is relevant to a specific investigation or proceeding in the following particulars:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V.

That the minor's date of birth is \_\_\_\_\_.

That the minor's social security number is \_\_\_\_\_.

WHEREFORE, your mover respectfully requests that this Court order the disclosure of the above requested information.

Respectfully submitted,

\_\_\_\_\_  
Mover

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone

**ORDER**

Considering the above and foregoing Motion and the provisions of Louisiana Children's Code Article 412, and finding good cause has been shown and that the requested information is relevant to a specific investigation or proceeding:

**IT IS ORDERED** that the above requested information be disclosed to Mover by the above indicated custodian of said records and/or reports without undue delay.

**IT IS FURTHER ORDERED** that Mover maintain the confidentiality of all disclosed information to the greatest extent possible under the circumstances of this disclosure.

Harvey, Louisiana, this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
JUDGE

**ALTERNATIVE ORDER**

Considering the above and foregoing motion and the provisions of the Louisiana Children's Code Article 412, finding good cause has been shown and that the following information is relevant to a specific investigation or proceeding:

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**IT IS ORDERED** that only the above listed information be disclosed to mover by the indicated custodian of said records and/or reports without undue delay.

**IT IS FURTHER ORDERED** that Mover maintain the confidentiality of all disclosed information to the greatest extent possible under the circumstances of this disclosure.

Harvey, Louisiana, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
JUDGE

**ALTERNATIVE ORDER**

Considering the above and foregoing Motion:

**IT IS ORDERED** that a contradictory hearing be set for the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, at \_\_\_\_ o'clock a.m. in Section \_\_\_\_ and that the above indicated custodian be sited to appear on that date and time.

Harvey, Louisiana this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
JUDGE

PLEASE SERVE:

\_\_\_\_\_  
Mover

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

Revised 6/24/03

\_\_\_\_\_  
Custodian

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip