**Juvenile Community Justice**

# **Records Request Form**

If you would liketo request juvenile records please complete the information below. Please email, fax, return the form in person to the department, or send via USPS to the contact below.

Deschutes County Juvenile Community Justice

**Attn: Records Requests**

63360 Britta Street, Building 1

Bend, OR 97703

Telephone: 541-385-1722

Fax: 541-383-0165

Email: [Michele.Winters@deschutes.org](mailto:Michele.Winters@deschutes.org)

We will confirm that we received your request within five (5) days. It may take 15 days or longer to process, depending on the circumstances of the request.

Juvenile records may be confidential and will only be disclosed if the requester qualifies under Oregon law and department policy.

You may be asked for identification to ensure you are authorized to receive confidential records.

You may be asked to pay a fee for record preparation if your request exceeds 20 pages of materials. An estimated cost will be provided prior to the request being completed and payment will be required prior to the request being processed.

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| --- | --- | --- |
| **Date:** | **Name of person requesting records:** | |
| **Requester’s daytime phone number:** | | **Requester’s email address:** |
| **Name of juvenile named in the record:** | | **Date of birth of juvenile named in the record:** |
| **Description** of record being requested:    **Approximate date/s** of the incident record/s being requested: | | |
| **Request Details:** | | |
| **Department Only - Notes:** | | |

The Juvenile Department is not authorized to provide copies of any Court Records/Documents. If you would like **Court Records** about a juvenile case **(**summons, petitions, motions, orders and other papers filed with the court) **you must provide a written request to** **Deschutes County Circuit Court**.

* + **Go to**: [Oregon Judicial Department : Case File Copies : Court Records : State of Oregon](https://www.courts.oregon.gov/courts/deschutes/records/Pages/case-file-copies.aspx) ([www.courts.oregon.gov/courts/deschutes](http://www.courts.oregon.gov/courts/deschutes))
  + Select “Case File Copies” and follow the instructions for requesting records or contacting Deschutes County Circuit Court.