

**AFFIDAVIT and ORDER**

**REQUESTING ACCESS to JUVENILE RECORDS in RAMSEY COUNTY  
RAMSEY COUNTY JUVENILE AND FAMILY JUSTICE CENTER**

25 West Seventh Street  
Saint Paul, Minnesota 55102  
(651) 266-5115 Fax: (651) 266-5101  
Date: \_\_\_\_\_

\$10 Record Check Paid (Receipt attached)  
 Amount Paid \$ \_\_\_\_\_ (Receipt Attached)  
 Amount Owed \$ \_\_\_\_\_

Group ID: \_\_\_\_\_

**For Court Use Only**

Petition Number/s: \_\_\_\_\_

File Date/Date of Offense (or approximate date): \_\_\_\_\_

My name is \_\_\_\_\_, and I am requesting access to

court record/s regarding the child/ren \_\_\_\_\_, date of birth \_\_\_\_\_

for the following reasons: \_\_\_\_\_

\_\_\_\_\_. May attach additional sheets if necessary).

I am specifically looking for  plain (\$10 per document)/ certified copies (\$16 per document)  
of the following documents from the court file:

Delinquency Petition (includes charges)

Plea Order

Delinquency Disposition Order (this is similar to the sentencing order for adults)

Discharge Order

TPR/Custody Order

Other (must be specific): \_\_\_\_\_

I am going to use the records as follows: \_\_\_\_\_

I am an Attorney and I represent the: \_\_\_\_\_ Atty ID#: \_\_\_\_\_

A Certificate of Representation has been filed on \_\_\_\_\_

My complete address and telephone number are:

\_\_\_\_\_  
Name Self/Relationship to the above-named child/ren

\_\_\_\_\_  
Street and Apt. #  Identity Verified by I.D.

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Daytime Phone Number including area code

**Sworn/affirmed before me this:**

\_\_\_\_\_  
Signature of Person Requesting Access to Records

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public \ Deputy Court Administrator

**The court finds that inspection, copying, disclosure or release, as requested above, is:**

(1) in the best interests of the child; or

(2) in the interests of public safety; or

(3) necessary for the functioning of the juvenile court system.

**Granted**  **Denied**  **Need further information/Other Instructions** \_\_\_\_\_

**It is further ordered that the petitioner shall be required to pay all applicable costs and fees as indicated in  
Minnesota Statute 357.021, subd. 2(2).**

\_\_\_\_\_  
Signature of Judge **Dated:** \_\_\_\_\_

Please provide child/ren's dates of birth to expedite the search of records.

**Subd. 3. Court Order Required.** (A) *Person(s) with Custody or Supervision of the Child, and Others.* The court may order juvenile court records to be made available for inspection, copying, disclosure or release, subject to such conditions as the court may direct, to:

- (1) a representative of a state or private agency providing supervision or having custody of the child under order of the court; or
- (2) any individual for whom such record is needed to assist or to supervise the child in fulfilling a court order; or
- (3) any other person having a legitimate interest in the child or in the operation of the court.

(B) *Public.* A court order is required before any inspection, copying, disclosure or release to the public of the record of a child. Before any court order is made the court must find that inspection, copying, disclosure or release is:

- (1) in the best interests of the child; or
- (2) in the interests of public safety; or
- (3) necessary for the functioning of the juvenile court system.

(C) *Disclosure Prohibited.* The record of the child shall not be inspected, copied, disclosed or released to any present or prospective employer of the child or the military services.

(D) *Disclosure Limited.* The inspection, copying, disclosure, or release of the juvenile records listed below is limited pursuant to the identified Rules of Juvenile Delinquency Procedure:

- (1) Predisposition report ([Rule 15.03](#), subd. 4);
- (2) Juvenile certification study ([Rule 18.04](#), subd. 4);
- (3) Extended jurisdiction juvenile study ([Rule 19.03](#), subd. 4); and
- (4) Competency examination ([Rule 20.02](#), subd. 5).

MN Rule of Juvenile Procedure Rule 30.02 Availability of Juvenile Court Records.