

State of Minnesota

District Court

County Ramsey

Judicial District:	Second
Court Case Number/s:	
Case Type:	CHIPS/CHIPS Permanency

In the Matter of the Welfare of the Child/ren of:

**Affidavit and Order Requesting Access
to Ramsey County Juvenile Protection Court Case Records**

STATE OF MINNESOTA)
 COUNTY OF RAMSEY) SS
 (County where affidavit is signed)

File Date (or approximate date): _____

My name is _____ and I am interested in this
 matter as: _____ (self/relationship to case), I am requesting access to
 court record/s regarding the following person: _____, 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)

The documents I am requesting are:

- Petition
- TPR/Custody Order
- Discharge Order
- Other (must be specific): _____

I am going to use the records as follows: _____

I declare under penalty of perjury that everything I have stated in this document is true and correct. Minn. Stat. § 358.116.

Dated: _____

Ramsey County Juvenile and Family Justice Center
 25 West 7th Street B134
 St. Paul MN 55102
 651-266-5115 F) 651-266-5101

Signature _____
 Name _____
 Address _____
 City/State/Zip _____
 Telephone (_____) _____

Pursuant to the request filed, the Court finds:

- (1) in the best interests of the child; or
- (2) necessary for the functioning of the juvenile court system; or
- (3) access shall be granted according to JPPR 8.04 Sub. 3(c) to the case participant; or
- (4) access shall be granted according to JPPR 8.04 Subd. 4 as there are exceptional circumstances; or
- (5) there is an **insufficient** basis for access; or
- (6) need further information/other instructions: _____
- (7) other: _____

IT IS ORDERED:

- The requestor named above is **denied** access to the case records.
- The requestor is **granted** access to the confidential case records requested above and the court administrator is ordered to release copies of the documents requested above to the above-named requestor.
- The requestor's use of the records is limited as follows: _____

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).

Dated: _____

Judge of District Court

For Juvenile Protection case records filed before July 2002, a court order is required for access.

For Juvenile Protection case records filed between July 2002-July 2015, confidential information shall be redacted by or at the direction of court administration staff prior to allowing access to any party, participant, or member of the public.

For Juvenile Protection case records filed after July 1, 2015:

Rules of Juvenile Protection Procedure 8.04

Subd. 2. Confidential Documents and Confidential Information.

The following juvenile protection case records are confidential documents or confidential information and are accessible to the public, parties, and participants only as specified in subdivision 3:

- (a) official transcript of testimony taken during portions of proceedings that are closed by the presiding judge;
- (b) audio or video recordings of a child alleging or describing physical abuse, sexual abuse, or neglect of any child;
- (c) victims' statements;
- (d) portions of juvenile protection case records that identify reporters of abuse or neglect;
- (e) records of HIV testing or portions of records that reveal a person has undergone HIV testing;
- (f) medical records, chemical-dependency evaluations and records, psychological evaluations and records, and psychiatric evaluations and records;
- (g) sexual offender treatment program reports;
- (h) portions of photographs that identify a child;
- (i) application for ex parte emergency protective custody orders, and any resulting orders, until the hearing where all parties have an opportunity to be heard on the custody issue, provided that, if the order is requested in a Child in Need of Protection or Services (CHIPS) petition, only that portion of the petition that requests the order shall be deemed to be the application for purposes of this section (i);
- (j) records or portions of records that specifically identify a minor victim of an alleged or adjudicated sexual assault;
- (k) notice of pending court proceedings provided to an Indian tribe by the responsible social services agency pursuant to 25 U.S.C., section 1912 (the Indian Child Welfare Act);
- (l) records or portions of records which the court in exceptional circumstances has deemed inaccessible to the public;
- (m) records or portions of records that identify the name, address, home, or location of any shelter care or foster care facility in which a child is placed pursuant to emergency protective care placement, foster care placement, pre-adoptive placement, adoptive placement, or any other type of court ordered placement; and
- (n) the child's education, physical health, and mental health records contained in or attached to the case plan required under Minnesota Statutes, section [260C.212, subdivision 1](#), and identified as inaccessible under Rule [37.02, subdivision 3](#), paragraph (b).

Subd. 3. Access to Juvenile Protection Case Records by the Public, Parties, and Participants.

- (a) **Public.** The public shall have access to inspect and copy all juvenile protection case records in the court file, except those listed in subdivision 2, paragraphs (a) to (n), and subdivision 4 of this rule.
- (b) **Parties.** Unless otherwise ordered by the court, parties shall have access to inspect and copy all juvenile protection case records in the court file, except those listed in subdivision 2, paragraphs (b), (d), and (e) of this rule.
- (c) **Participants.** Upon order of the court, participants may have access to inspect and copy all juvenile protection case records in the court file, except those listed in subdivision 2, paragraphs (b), (d), and (e) of this rule. A participant's request for an order permitting access need not be made by written motion, but may be made orally on the record.

Subd. 4. Juvenile Protection Case Records Confidential and Presumptively Inaccessible to the Public Unless Authorized by Court Order.

The following juvenile protection case records are confidential and presumptively inaccessible to the public unless otherwise ordered by the court upon a finding of an exceptional circumstance:

- (a) "Confidential Documents" filed under subdivision 5;
- (b) "Confidential Information Forms" filed under subdivision 5; and
- (c) all juvenile protection case records where any child is a party.