

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF MARICOPA**

IN THE MATTER OF REQUESTS FOR
JUVENILE RECORDS

} ADMINISTRATIVE ORDER
No. 2022-072

Requests for juvenile records are received by various departments of the Superior Court, the Juvenile Probation Department, and the Clerk of the Superior Court. Arizona Supreme Court Rule 123, the Rules of Procedure for Juvenile Court 19, 47, 75, and 86, and Title 8 and 14 of the Arizona Revised Statutes contain the requirements for the release of records in juvenile court cases regarding delinquency and incorrigibility, dependency, guardianship, termination of parental rights, adoptions, and emancipations. Additionally, the rules and statutes contain the requirements for the release of probation records of the Juvenile Probation Department. Many juvenile records are open to public inspection, while others are confidential and require a court order for release.

Request for copies of court case records are processed by the Clerk of the Superior Court, who either releases the records or denies the request depending on whether the records are open or confidential pursuant to the rules and statutes listed above. Additionally, the Clerk of the Superior Court will release otherwise confidential juvenile court case records when the release is ordered by the Court. Requests for court case records that are directly received by the Superior Court or Juvenile Probation Department should be referred to the Clerk's Office. Requests for Juvenile Probation Department probation records are processed by the Juvenile Probation Department in accordance with the above rules and statutes.

The Superior Court, the Juvenile Probation Department, and the Clerk of the Superior Court also receive requests—both in the form of motions and otherwise—for court orders authorizing the release of otherwise confidential juvenile records. To ensure a consistent process by the Superior Court, Juvenile Probation Department, and the Clerk's Office in handling requests for court orders releasing confidential juvenile records;

IT IS ORDERED that requests for a court order for the release of confidential juvenile records will be handled as follows:

- A. Requests for a court order to release otherwise confidential juvenile records, including juvenile probation records, in which there is an active juvenile case will be handled by the judicial officer to which the case is assigned.

- B.** Requests for a court order to release otherwise confidential juvenile records, including juvenile probation records, in which there has been no activity in the case for the past year or no judicial officer assigned will be forwarded to the judicial officer designated by the Juvenile Department Presiding Judge to handle juvenile records requests.
- C.** Requests for a court order to release confidential juvenile records, including juvenile probation records, filed into an active non-juvenile case (i.e., civil, probate and mental health, criminal, or family) will be forwarded to the Juvenile Department Presiding Judge for ruling.
- D.** Requests for an order to open adoption records will be forwarded to the judicial officer designated by the Juvenile Department Presiding Judge to handle juvenile records requests for consideration and ruling.
- E.** Requests for confidential Juvenile Electronic Tracking System (electronic monitoring) records regarding juvenile probationers will be forwarded to the Juvenile Department Presiding Judge for consideration and ruling.
- F.** Requests addressed and directed to the Juvenile Department Presiding Judge will be forwarded to the Juvenile Department Presiding Judge for consideration and ruling. The Juvenile Department Presiding Judge may redirect the request consistent with paragraphs A through E, above.

Dated this 13th day of June, 2022.

/s/ Joseph C. Welty
Hon. Joseph C. Welty
Presiding Judge

Original: Clerk of the Superior Court

Copies: Hon. Joseph C. Kreamer, Presiding Judge, Juvenile Dept.
All Judges and Commissioners
Hon. Jeff Fine, Clerk of the Superior Court
Raymond L. Billotte, Judicial Branch Administrator
Cheri Clark, Deputy Court Administrator
Chief Eric Meaux, Juvenile Probation Department