

COUNTY OF SANTA CLARA

M E M O R ' A N D U M

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FROM: DARRELL F. <sup>DFC.</sup>CAMPOLONG, GARY SANCHEZ', BARBARA HAWTHORNE <sup>BK</sup>

SUBJECT: PROCEDURE TO RETRIEVE JUVENILE COURT ORDERS

DATE: MAY 21, 1993

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Attached is a procedure to retrieve Juvenile Court Orders on Dependency case when the parent of the child victim is a defendant in a criminal cc assigned to a Deputy Probation Officer.

This was developed after conferring with the Family Court and the Court Clerk's Office and securing a local order of the Court to allow this exchange of information.

The forms will be available from the Supervising Clerks. Only one copy will be sent since the Clerk's Office will send a copy back with the requested order.

Please inform your staff of this new procedure. If there are any questions contact your respective Manager.

DC/GS/BH/cja

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PROCEDURE To RETRIEVE JUVENILE COURT ORDERS

The Superior Court has authorized the Probation Department to retrieve juvenile court orders from the Juvenile Dependency Court when the parent the child victim is a defendant in a criminal case.

The following procedure is to be utilized to gain access to these orders

DEPUTY PROBATION OFFICER 1. Deputy Probation Officer determines that defendant or probationer assigned to him/ her is also a parent who has appeared before juvenile dependency court and is the subject of a juvenile court order and has been or will be sentenced in the criminal court.

If the Probation Officer decides that having knowledge of the juvenile dependency court order will better serve the needs of criminal court and the interest of the child victim, he/she shall initiate the process to retrieve copies of the court order.

2. Deputy Probation Officer completes Records Retrieval Form (attachment) and forwards it to:

Santa Clara County Clerk's Office  
115 Terraine St.  
San Jose, CA

SUPERIOR COURT CLERK'S OFFICE 3. Reviews Records Retrieval Form for completeness, identifies Dependency file number(s) and retrieves Order of Dependency from file(s). Prepares a copy of the Order with attachments and stamps record "Confidential". Endorses and copies Record Retrieval Form, placing one in each file and attaching one to the Records.

4. Forwards records with a copy of the Retrieval Form in a sealed envelope via the Court Messenger to the requesting Probation Officer.

DEPUTY PROBATION OFFICER 5. Upon receipt and review, the records are placed in a sealed envelope marked "Confidential Juvenile Records" and secured on the left side of the Probation Officers file. Juvenile Court records are confidential documents and may be used only in conjunction with Probation Officer responsibilities. They cannot be copied, reviewed or otherwise used by any person other than an Officer of the Court.

I am the assigned Deputy Probation Officer for \_\_\_\_\_,

Court Number \_\_\_\_\_ (defendant) The following children of the defendant were the subject of a

Juvenile Court hearing:

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Case Number \_\_\_\_\_  
(Clerk's Use)

I am requesting a copy of the Juvenile Court Order of Dependency. I acknowledge that the information is confidential and will be used only in conjunction with my responsibilities as the defendant's assigned Deputy Probation Officer.

\_\_\_\_\_  
DEPUTY PROBATION OFFICER

TELEPHONE: \_\_\_\_\_

Adult Division  
2600 N. 1st. Street  
San Jose, CA 95 134

Copy Sent:

Date: \_\_\_\_\_

Clerk: \_\_\_\_\_