

REQUEST TO INSPECT, DUPLICATE OR TRANSCRIBE EXEMPT OR SEALED RECORDS

Date of Request: _____

Name and Current Address of Person Requesting Disclosure:

Phone #: _____

Email: _____

Case Name: _____

Case Number: _____

I want:

- a copy of a document
- a duplicate audiotape of a proceeding on _____ (date)
- a written transcript of a proceeding on _____ (date)
- to examine an entire court file
- to examine a document in a file
- to allow clerk to complete Part III of Certification of Adoption

For Adoption or Termination of Parental Rights Cases:

Year of Adoption or Termination: _____

Adopting Parent(s) Name: _____

Child's Name Before Adoption : _____

Birth Mother's Name: _____

Birth Father's Name: _____

If you are asking for a copy of documents or to examine documents, please describe the documents in detail. _____

Please state briefly the reason you are making this request and the use to which you will put any record obtained. _____

Action Taken by Custodial Judge

- Request granted for disclosure.
- Request denied for disclosure. Reason for denial or comments: _____

Dated this ____ day of _____, 20__.

Judge