

CASE# _____

COURT DATE _____

JUDGE _____

**JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT
NINETEENTH JUDICIAL DISTRICT, FAIRFAX COUNTY, VIRGINIA**

REQUEST TO INSPECT RECORD

The undersigned hereby requests permission to inspect the record of _____ and in support of this request, states as follows:

1) The specific document(s) I seek to inspect is/are:

2) The reason(s) I seek to inspect the record is/are:

I am entitled to inspect the record (in accordance with 16.1-305 of the Virginia Code) for the following reason (check one).

_____ I am a non-party requesting to see an adult criminal warrant, child support order or protective order.

_____ I represent a public or private agency or department providing supervision, having legal custody of, or furnishing an evaluation of treatment for the child, ordered or requested by the court.

_____ I am an attorney or Commonwealth's attorney for a party to the court action. The party's name is:

_____ I am an Adult Probation Officer, a Parole Officer, U.S. Probation Officer, Pre-Trial Service Officer preparing a presentence report for the Circuit Court or a background report for the Parole Board on the person whose record I wish to inspect.

_____ I am a party to a proceeding in this court regarding the subject of this record.

_____ Since I am not entitled to inspect the record according to the above criteria, I ask that the Clerk of the Court send notice of my request to the subject of the record and other parties and docket it for a hearing.

_____ I am requesting to see the record of a juvenile 14 years of age or over who has been found guilty of a felony/misdemeanor* committed after July 1, 1996.

*Misdemeanor convictions if prior felony conviction for offense committed after July 1, 1996.

_____ I am an individual, agency or institution by order of the Court having a legitimate interest in this case or in the work of the Court. (*must have court order or judge's approval)

NOTICE - Section 17-45 of the 1950 code of Virginia, as amended, restricts the removal of case files from the Courthouse.

Section 18.2-107 makes it a Class 6 Felony to steal or fraudulently secrete or destroy a public record or part thereof.

I am aware that I may be guilty of an offense under Section 16.1-309 of the Virginia Code if I disclose, make use of, or knowingly permit the use of identifying information concerning a juvenile who is before the court pursuant to Section 16.1-241, paragraph A, subsection 1 through 5 of the Virginia Code.

Print Name

Signature

Address

Address

Phone No.

Permission is: _____ Granted _____ Denied

Judge/Intake Officer/Deputy Clerk/Records Clerk

Date