

REQUEST TO INSPECT, DUPLICATE OR TRANSCRIBE EXEMPT OR SEALED
RECORDS – FOURTH DISTRICT COURT, ADA COUNTY

Pursuant to Idaho Court Administrative Rule 32, the following case files and records maintained by the court are confidential and are exempt from disclosure:

- Documents and records to which access is restricted by state or federal law;
- Presentence investigation reports, except as provided in Idaho Criminal Rule 32;
- Documents in support of the issuance of search or arrest warrants pending the return of the warrant;
- Unreturned search warrants, arrest warrants or summonses in a criminal case;
- Records of proceedings and the identity of jurors of grand juries, except as provided by Idaho criminal rules or statutes;
- The names or jurors placed in a panel for a trial of an action and jury qualification forms and questionnaires, unless ordered to be released by the presiding judge;
- Juvenile case records, including records of proceedings under Youth Rehabilitation Acts, the Juvenile Corrections Act or Child Protective Acts, with certain exceptions. If a request is made to examine records in courts of multiple districts, it shall be ruled upon by the Chief Justice of the Supreme Court;
- Mental commitment case records, with certain exceptions;
- Adoption records and records of proceedings to terminate the parent and child relationship, with certain exceptions for medical records;
- All records of proceedings relating to the consent required for abortion for minors brought pursuant to IC 18-609A(1) or (3)
- Documents filed or lodged with the court in camera;
- Domestic abuse files maintained pursuant to domestic violence crime prevention acts, except orders of the court;
- Records gathered for the court (other than records that have been admitted in evidence) to determine the need for counseling, rehabilitation, treatment, or assistance with personal conflicts; to assist in assigning an appropriate disposition in a case; to provide the court with a recommendation regarding child custody; or to provide a court with psychological evaluation;
- Judicial work product or drafts, including all notes, memoranda or drafts prepared by a judge, law clerk, legal assistant or secretary and used in the process of preparing a final decision or order, except the official minutes prepared pursuant to law; and
- Records prohibited or limited from disclosure by order of the court on a case-by-case basis pursuant to ICAR 32(g).

Date of Request: _____

Name and Current Address of Person Requesting Disclosure:

Phone No: _____
Case Name: _____
Case Number: _____
Presiding Judge: _____

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: _____

- 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 a document in a file.
 - to examine an entire court file.
 - to allow clerk to complete Part III of Certification of Adoption.

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