

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

Pursuant to the terms of Idaho Court Administrative Rule (I.C.A.R.) 32, certain court case files and records are confidential and exempt from disclosure, including but not limited to:

- Documents and records to which access is otherwise restricted by state or federal law;
- Pre-trial risk assessments and presentence investigation reports, except as provided in Idaho Criminal Rule 32;
- Affidavits or sworn testimony and records of proceedings in support of the issuance of search or arrest warrant pending the return of the warrant;
- Unreturned search warrants, arrest warrants (except bench warrants), or summonses in a criminal case, provided that the arrest warrants or summonses may be disclosed by law enforcement agencies at their discretion;
- A uniform citation (the citation only, not the case type); however courts may share the citation with federal, state and local officials or their agents in the exercise of their official duties and powers;
- Except as provided by Idaho Criminal Rules or statutes, records of proceedings and the identity of jurors of grand juries;
- Except as provided by the Idaho Criminal Rules or Idaho Rules of Civil Procedure, the names of 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 court records, including records of proceedings under the (former) Youth Rehabilitation Act, the Juvenile Corrections Act, or the Child Protective Act, 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 Idaho Supreme Court;
- All records of proceedings relating to hospitalizations pursuant to Idaho Code sections, 66-326, 66-329, 66-406, 16-2413, and 16-2414, with certain exceptions;
- Adoption records and records of proceedings to terminate the parent and child relationship under Chapter 20 of Title 16, Idaho Code, with certain exceptions;
- All records of proceedings relating to the consent required for abortion for minors brought pursuant to I.C. § 18-609A(1) or (3);
- Documents filed or lodged with the court in camera;
- Protection order petitions and related records, maintained pursuant to either the domestic violence crime prevention act or chapter 79, title 18 of the Idaho Code, 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 a psychological evaluation;
- Records of judicial work product or drafts, including all notes, e-mail, memoranda or drafts prepared by a judge or a court-employed attorney, law clerk, legal assistant or secretary; and
- Records prohibited or limited from disclosure by order of the court on a case-by case basis pursuant to I.C.A.R. 32(i).

[Continue to form]

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FOURTH DISTRICT COURT, ADA COUNTY

Name of Person Requesting Disclosure Date of Request

Current Street Address City State Zip

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 briefly state 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, with personal data identifiers (I.R.E.F.S. 15(b), 16) redacted by clerk
- ☐ Request granted for disclosure, with other redactions by clerk as directed by judge
- ☐ Request granted for disclosure, with redactions by judge
- ☐ Request granted for disclosure, with no redactions (including no redaction of personal data identifiers)
- ☐ Request denied for disclosure

Reason for denial (or comments): _____

Judge

Date