

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 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 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).

[Continue to form]

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

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