

WAUKESHA COUNTY

MARIA LAZAR
Circuit Court Judge



ELIZABETH ADAMS
Clerk – Juvenile Court

SAMANTHA BRUSHABER
Court Reporter

AMY MOLLESON
Deputy Clerk

CIRCUIT COURT – BRANCH 7
JUVENILE DIVISION

521 Riverview Avenue
Waukesha, WI 53188-3636
Phone: (262) 548-7449 ♦ Fax: (262) 548-7459

Instructions for requesting to inspect/open for inspection juvenile court records and/or receive copies.

This document provides general information and is not legal advice.

- 1. Complete WI CCAP Form JD-1738A or JD-1739A

JD-1738A	Request to Inspect Juvenile Court Records	To provide a standardized form for requesting access to juvenile court records, as well as providing a record of the request and a method for the juvenile clerk to indicate the records that were disclosed.
JD-1739A	Request and Authorization to Open Juvenile Court Records for Inspection	To provide a standardized form for authorization by certain parties to access child/juvenile court records, as well as providing a record of the request and a method for the juvenile clerk to indicate the records that were disclosed.

- 2. If you wish to receive copies you must indicate this on your request.
- 3. Indicate how you want to be contacted once the request has been ruled upon by the court. (Phone, USPS mail or fax and include the necessary information.)
- 4. Once the request has been ruled upon you will be contact via your preferred method to make arrangements to receive the documents. **All applicable fees must be paid prior to the release of records.** Forms of payment accepted: cash, check, credit/debit cards (excluding American express)

Fees related to the search and/or copies:		Fees related to document delivery:	
Search Fee <i>Per action when no case # is provided</i>	\$5.00	Fax Fee	\$0.15/page
Copy Fee *	\$1.25/page	Postage	USPS rates
Certification Fee	\$5.00	Pickup in Person	No Additional Charge

*Exemptions: public defender, Secretary of State, Treasurer, Attorney General, DOJ, Veteran Affairs, Dept of Public Instruction

Thank you,

Juvenile Clerk of Court Staff