



WAUKESHA COUNTY JUVENILE DIVISION

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This document provides general information and is not legal advice.

INSTRUCTIONS FOR REQUESTING TO INSPECT/OPEN AND/OR RECEIVE COPIES OF JUVENILE COURT RECORDS

1. Complete the appropriate Wisconsin CCAP Form.

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.
JD-1740	Request to Disclose Adoption Records	To request disclosure of adoption court records.

2. If you wish to receive copies you must indicate this on your request. (For transcript requests you **MUST** indicate this to receive a copy of the transcript/recording.)
3. Include 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) *Transcript fees are different and will be discussed with you if your request is approved.*

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

**Statutory exemptions for copy/distribution fees for specifically named agencies will not apply.*