

**ST. FRANCIS MUNICIPAL COURT  
JUVENILE RECORDS REQUEST**

**The Public Records Request Form must also be filled out and submitted in order to expedite your request.**

Date of Request: \_\_\_\_\_

Juvenile records are confidential under Wis. Stat. 938.396 and will not be disclosed to the general public. Identification/documentation will be required prior to the release of information requested. Juvenile records may only be released under certain circumstances. To allow us to appropriately review your request, please check all of the following that apply:

- Biological Parent
- Guardian name by the court
- Legal Custodian given legal custody of the child by court order
- Juvenile (14 years of age or older) requesting one's own report
- Victim of the juvenile's act (for the sole purpose of recovering injury, damage or loss suffered as a result of the juvenile's act)
- Victim's Insurer (when Court ordered restitution has not been made within 1 year – for the sole purpose of investigating the claim)
- Insurance Company and/or representing Attorney – with a signed/written release from the juvenile (over the age of 14 years), juvenile's parent, guardian, or legal custodian

***Juvenile records must be obtained in person, by the person making the records request.  
Identification is required in order for records to be obtained.***

\_\_\_\_\_  
Requestor's Name (Please Print)

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date of Request

**\*\*For Office Use Only\*\***

Form of Identification: \_\_\_\_\_ Verified By: \_\_\_\_\_