

## **INFORMATION ON FILING MOTION FOR DISCLOSURE**

In accordance with Children’s Code Article 412.A, “records and reports concerning all matters or proceedings before the juvenile court, except traffic violations, are confidential and shall not be disclosed except as expressly authorized by this code....” However, access to confidential juvenile records may be provided to a requestor by the Court, pursuant to the exceptions set forth in Article 412.

The attached Motion for Disclosure form may be used to request confidential juvenile records. The completed motion must be filed with the Clerk of Court for Orleans Parish Juvenile Court. The Clerk’s Office will present the motion to the Judge of the Section to which the case is assigned. After due consideration, the Judge may grant the motion, deny the motion, or set the motion for contradictory hearing.

**Note:** The person moving for the disclosure of a juvenile record is responsible for obtaining all necessary information, including address/service information for all parties (see page 5).

STATE OF LOUISIANA

JUVENILE COURT

IN THE INTEREST OF

PARISH OF ORLEANS

\_\_\_\_\_  
\_\_\_\_\_

DOCKET NO.  
\_\_\_\_\_

FILED: \_\_\_\_\_

\_\_\_\_\_  
DEPUTY CLERK

**MOTION FOR DISCLOSURE**

Now into Court comes \_\_\_\_\_,

Who moves this Court for disclosure of information pursuant to Louisiana Children’s  
Code Article 412 and respectively represents:

I.

That your mover is

- { } a parent of the juvenile in the above captioned case
- { } the attorney for the juvenile in the above captioned case
- { } the juvenile in the above captioned case

IF MOVER IS ANYONE OTHER THAN THE JUVENILE, JUVENILE’S PARENT,  
OR JUVENILE’S ATTORNEY THEY MUST ALSO FILL OUT THE ATTACHED  
NONDISCLOSURE AGREEMENT

- { } an attorney of record for \_\_\_\_\_, who is a party in  
the above captioned case.
- { } a representative of an agency or institution, namely, \_\_\_\_\_  
\_\_\_\_\_
- { } a representative of a court, namely, \_\_\_\_\_  
\_\_\_\_\_

{ } Other (Explain) \_\_\_\_\_  
\_\_\_\_\_

II.

That your mover is herein requesting disclosure of records and/or reports of:

{ } this Court

{ } Probation Officer(s), namely \_\_\_\_\_  
\_\_\_\_\_

{ } Law Enforcement Agencies, namely \_\_\_\_\_  
\_\_\_\_\_

who is believed to be the custodian of such records and/or reports.

III.

That your mover requests disclosure of the following particular information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV.

That the above information is relevant to a specific investigation or proceeding in the following particulars:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V.

That the above information is intended for the following use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

That the mover intends to disclose or give access to this information to the following persons (must specify by name):

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That the minor's date of birth is \_\_\_\_\_.

That the minor's social security number is \_\_\_\_\_.

WHEREFORE, your mover respectfully requests that this Court order the disclosure of the above requested information.

Respectfully submitted,

\_\_\_\_\_  
Mover

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone

**ORDER**

Considering the above and foregoing Motion and the provisions of Louisiana Children’s Code Article 412, and finding good cause has been shown and that the requested information is relevant to a specific investigation or proceeding:

**IT IS ORDERED** that the above requested information be disclosed to Mover by the above indicated custodian of said records and/or reports without undue delay.

**IT IS FURTHER ORDERED** that Mover maintain the confidentiality of all disclosed information to the greatest extent possible under the circumstances of this disclosure.

New Orleans, Louisiana, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
JUDGE

**ALTERNATIVE ORDER**

Considering the above and foregoing motion and the provisions of the Louisiana Children’s Code Article 412, finding good cause has been shown and that the following information is relevant to a specific investigation or proceeding:

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**IT IS ORDERED** that only the above listed information be disclosed to mover by the indicated custodian of said records and/or reports without undue delay.

**IT IS FURTHER ORDERED** that Mover maintain the confidentiality of all disclosed information to the greatest extent possible under the circumstances of this disclosure.

New Orleans, Louisiana, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
JUDGE

**ALTERNATIVE ORDER**

Considering the above and foregoing Motion:

**IT IS ORDERED** that a contradictory hearing be set for the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_ o'clock a.m. in Section \_\_\_\_\_ and that the above indicated custodian be sited to appear on that date and time.

New Orleans, Louisiana this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
JUDGE

PLEASE SERVE:

\_\_\_\_\_  
Mover

\_\_\_\_\_  
Custodian

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Juvenile

\_\_\_\_\_  
Juvenile's Attorney

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
City/State/Zip

STATE OF LOUISIANA  
IN THE INTEREST OF

\_\_\_\_\_  
NO. \_\_\_\_\_  
FILED: \_\_\_\_\_

JUVENILE COURT  
PARISH OF ORLEANS  
DOCKET

\_\_\_\_\_  
\_\_\_\_\_  
DEPUTY CLERK

**LOUISIANA CHILDREN'S CODE ARTICLE 412**  
**NONDISCLOSURE AGREEMENT**

I, \_\_\_\_\_, certify on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ that I am familiar with the applicable disclosure provisions of Article 412 and I agree not to disclose any information to unauthorized persons, parties, or agencies. I understand that the Court is not responsible for informing me about the provisions of law that apply to my request.

\_\_\_\_\_  
Mover (Signature)

\_\_\_\_\_  
Mover (Print Name)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone