

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SHASTA  
PROPOSED CHANGES TO LOCAL RULES OF COURT for July 1, 2018

*Comments can be submitted to (530) 245-6761 or [administration@shasta.courts.ca.gov](mailto:administration@shasta.courts.ca.gov)*

**SECTION 2  
ADMINISTRATIVE MATTERS**

[...]

**RULE 2.19 DIGITAL SIGNATURES**

The use of digital signatures on documents filed with the Court is allowed, and shall have the same force and effect as the use of a manual signature, if it complies with all of the requirements of Government Code section 16.5(a)(1)-(5). No other form of electronic signatures will be accepted. A party who files a document containing a digital signature under this rule represents that the signer's certificate or similar verification document is maintained in the party's possession or control, and is subject to production upon request from the Court. (Effective July 1, 2018)

**SECTION 16  
JUVENILE COURT RULES**

[...]

**RULE 16.01 ALL PURPOSE ASSIGNMENT**

All juvenile dependency proceedings are assigned for all purposes to the supervising judge of the juvenile dependency division and all juvenile delinquency proceedings are assigned for all purposes to the supervising judge of the juvenile delinquency division as designated in an administrative order ~~no. 01~~ issued each year.

(Amended, effective July 1, 2018 ~~January 1, 2005~~)

[...]

**RULE 16.09 CONFIDENTIALITY OF RECORDS/PETITIONS (Dependency and Delinquency Proceedings)**

~~Welfare and Institutions Code §827/828 Petitions:~~

(A) Access to Records. With the exception of those persons or agencies permitted to inspect juvenile court records without court authorization under Welfare and Institutions Code sections 827, 827.10 and 828, California Rules of Court, Rule 5.552(b), and those identified in section (1) and (2) below, ~~the above-entitled code sections,~~ every person or

agency seeking to inspect or obtain juvenile court records must petition the court for authorization. ~~All Petitions for Disclosure of Confidential Juvenile Records and Petitions to Obtain Report of Law Enforcement Agency/Juvenile (Judicial Council Form JV-570 and JV-575, respectively) shall be filed in Room 112 of the Shasta County Courthouse, 1500 Court Street, Redding, CA 96001.~~ Where access to juvenile records and information is necessary and relevant in connection with a pending juvenile case, the following agencies and persons may inspect and receive copies of juvenile court records without filing a petition pursuant to Welfare and Institutions Code section 827, but must still restrict dissemination pursuant to section 827(a)(4):

- (1) Court Appointed Special Advocates (CASA), as provided under Welfare & Institutions Code sections 105 and 107;
  - (2) An Indian child's tribe representative if the tribe has intervened in the juvenile's case;
  - (3) Any licensed, psychiatrist, psychologist, or other mental health professional ordered by the Shasta County Superior Court to examine or treat the juvenile or the juvenile's family.
- (BA) Filing Petition. All Petitions for Disclosure of Confidential Juvenile Records and Petitions to Obtain Report of Law Enforcement Agency/Juvenile (Judicial Council Form JV-570 and JV-575, respectively) shall be filed in Room 112 of the Shasta County Courthouse, 1500 Court Street, Redding, CA 96001. Petitioner shall submit one original and two copies for filing. If a conformed copy is requested, additional copies with a self-addressed stamped envelope shall be included.
- (CB) Completing Petition. The Petition shall be completed with specificity regarding the records sought and the relevance and necessity of said records. If access is sought in relation to pending civil litigation the attorney of record shall attach a separate declaration signed under penalty of perjury pursuant to Code of Civil Procedure §2015.5 that he/she is the attorney of record in a pending action or potential action which relates to the petition. The declaration must contain: a) the type of action being pursued; b) identification of the party represented by said attorney; c) specification of the necessity and relevance of access to said juvenile records sought, including a copy of the complaint; and d) evidence of designation as counsel of record (e.g., minute order or other court documentation with such identification, copy of complaint or a valid retainer agreement.) The petitioning attorney shall include in his/her declaration, under penalty of perjury, that any records or reports or information relating to the contents of these records or reports shall not be disseminated to any persons or agencies not authorized to receive documents under Welfare and Institutions Code §827 without further court order and comport with the requirements pursuant to Navajo Express v. Superior Court of San Mateo County (1986) 186 C.A. 3d 981.
- (DC) Notice. At least five calendar days before the petition is filed with the court, petitioner shall personally or by first class mail serve, or attempt to serve, a copy of the petition on the following: county counsel, district attorney, child, attorney of record for child, parent

or guardian of a child under the age of 18, probation department, and child welfare services program. Requests for Orders Shortening Time will only be granted upon a showing a good cause based upon exceptional circumstances.

- (~~ED~~) Objections. Any objections to the petitioner's request for access to juvenile records must be submitted in writing to, and received by, the Juvenile Court Presiding Judge no later than 5 actual days after the filing date of the petition. Prompt telephonic notice to the court that such an objection is forthcoming must be provided, in order to ensure proper consideration of such an objection. The judicial assistant may be reached for that purpose at (530) 225-5116.
- (~~FE~~) Hearings. Petitions will be handled without a hearing unless the Presiding Judge of the Juvenile Court or his/her designee sets one.
- (~~GF~~) Order. If the court orders disclosure of juvenile court records, the court will issue Judicial Council Form JV-574, *Order After Judicial Review*, which shall include the Court's standard Protective Order (local form LF-JUV-102). It is incumbent upon the Petitioner to present the Order to the respective agency and to comply with all agency rules and procedures including but not limited to the payment of any costs associated with the copying of records as identified in the Order.

(Amended, effective ~~July~~ January 1, 2018)

**SUPERIOR COURT OF CALIFORNIA  
FOR THE COUNTY OF SHASTA**

**PROTECTIVE ORDER**

Pursuant to Welfare and Institutions Code Section 827 and California Rules of Court, Rule 5.552, petitioner has requested the disclosure of records and information regarding a minor within the jurisdiction of the Juvenile Court. These records and information, including any social worker testimony concerning the contents of the records, are subject to confidentiality provisions of the law and the constitutional right of privacy.

1. All records and information obtained under this order and any copies made thereof shall remain in the constructive possession and custody of the Shasta County Juvenile Court (“Juvenile Court”) and shall be returned to the Juvenile Court at the conclusion of the civil or criminal proceedings.
2. Use of records and information obtained under this order is limited to the civil or criminal proceedings indicated on the “Request for Disclosure of Juvenile Case File” (JV-570).
3. Counsel for petitioner may make such copies of the records and information obtained under this order as are necessary for the preparation and presentation of the case. Records shall be kept of the making of all such copies of records, and any such copies shall be delivered to the Juvenile Court at the conclusion of the proceedings.
4. The records and information may be reviewed by the petitioner herein. They may also be reviewed by any expert retained by the petitioner. Any person reviewing the records or information shall sign a declaration acknowledging that he or she is familiar with the terms of this order. The declaration shall be delivered to the Juvenile Court at the conclusion of the proceedings.
5. The records and information obtained under this order are to be kept in a confidential manner and shall not be released to members of the media or other individuals not directly connected with these proceedings, absent further court order.
6. All reasonable expenses incurred in the production of these records and information shall be the responsibility of the party seeking production. Payment is required at the time of production.
7. Copies of disclosed information shall not be disclosed to any other parties except as ordered by the Juvenile Court.

**VIOLATION OF ANY OF THE ABOVE ORDERS COULD RESULT IN THE INITIATION OF  
CONTEMPT PROCEEDINGS**