

Date

Judge XYZ

Address

City, State

Dear Judge XYZ:

Please consider this a request under Title 10a, Section 2-6-102 and Title 10a, Section 2-5-101 for the juvenile court and law enforcement records of NAME, AGE. Under Section 2-6-102, “the confidentiality requirements ... for juvenile court records and law enforcement records shall not apply:

1. Upon the certification of a juvenile as an adult or youth offender;
2. Upon the charging of an individual pursuant to Section 2-5-101 of this title.”

In case number CF-00-0000 in XX County District Court, NAME has been charged with XYZ, one of the enumerated crimes listed in Section 2-5-101. We request all available court and law enforcement records associated with this juvenile, including the jail mugshot and records of prior cases.

I can be reached at 918-581-XXXX if you have any questions regarding this request.

Sincerely,