

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF FRESNO**

Juvenile Dependency Department - Central Division

1100 Van Ness Avenue

Fresno, California 93724-0002

(559)457-4810

FOR COURT USE ONLY

**FILE/COPY DOCUMENT REQUEST**

Today's Date: \_\_\_\_\_

Name of Requesting Person: \_\_\_\_\_

Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Case Number: \_\_\_\_\_ Dept: \_\_\_\_\_

**COPY REQUEST:** Copy of: \_\_\_\_\_ Dated: \_\_\_\_\_ Certified:  Yes  No Order from Archives  (most recent)  (all)

Please Note: Your request may take up to 2 - 7 business days based on the number of volumes or file location. If you have not been contacted within 7 business days, contact the Supervising Judicial Assistant or Manager.

**FILE INSPECTION:** Most Recent Volume All Volumes Order from Archives  (most recent)  (all)

Please list time frames that work best for requesting the information on a person. A scheduled appointment will be made once the file(s) are available. Once the requesting party has been contacted, the file(s) will be held for 5 business days.

**Request comments:**

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Order completed by: \_\_\_\_\_

Comments: \_\_\_\_\_

Date order completed: \_\_\_\_\_

 Form completed and given to Supervisor

Date returned to warehouse: \_\_\_\_\_

 Form Folder to be maintained by Supervisor