

REQUEST TO INSPECT, DUPLICATE OR TRANSCRIBE EXEMPT OR SEALED RECORDS  
FOURTH DISTRICT COURT, BOISE COUNTY

Pursuant to Idaho Court Administrative Rule 32, the following case files and records maintained by the court are confidential and are exempt from disclosure:

- Documents and records to which access is restricted by state or federal law;
- Presentence investigation reports, except as provided in Idaho Criminal Rule 32;
- Documents in support of the issuance of search or arrest warrants pending the return of the warrant;
- Unreturned search warrants, arrest warrants or summonses in a criminal case;
- Records of proceedings and the identity of jurors of grand juries, except as provided by Idaho criminal rules or statutes
- The names or jurors placed in a panel for a trial of an action and jury qualification forms and questionnaires, unless ordered to be released by the presiding judge;
- Juvenile case records, including records of proceedings under Youth Rehabilitation Acts, the Juvenile Corrections Act or Child Protective Acts, with certain exceptions. If a request is made to examine records in courts of multiple districts, it shall be ruled upon by the Chief Justice of the Supreme Court;
- Mental commitment case records, with certain exceptions;
- Adoption records and records of proceedings to terminate the parent and child relationship, with certain exceptions for medical records;
- All records of proceedings relating to the consent required to abortion for minors brought pursuant to IC 18-609A(1) or (3)
- Documents filed or lodged with the court in camera;
- Domestic abuse files maintained pursuant to domestic violence crime prevention acts, except orders of the court;
- Records gathered for the court (other than records that have been admitted in evidence: to determine the need for counseling, rehabilitation, treatment, or assistance with personal conflicts; to assist in assigning an appropriate disposition in a case; to provide the court with a recommendation regarding child custody; or to provide a court with psychological evaluation;
- Judicial work product or drafts, including all notes, memoranda or drafts prepared by a judge, law clerk, legal assistant or secretary and used in the process of preparing a final decision or order, except the official minutes prepared pursuant to law; and
- Records prohibited or limited from disclosure by order of the court on a case-by case basis pursuant to ICAR 32(g).

[Continue to form]

REQUEST TO INSPECT, DUPLICATE OR TRANSCRIBE EXEMPT OR SEALED RECORDS  
FOURTH DISTRICT COURT, BOISE COUNTY

---

Name of Person Requesting Disclosure \_\_\_\_\_ Date of Request \_\_\_\_\_

---

Current Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

---

Phone \_\_\_\_\_ Email \_\_\_\_\_

---

Case Name \_\_\_\_\_ Case Number \_\_\_\_\_

I want:

- a copy of a document
- a duplicate audiotape of a proceeding on \_\_\_\_\_ (date)
- a written transcript of a proceeding on \_\_\_\_\_ (date)
- to examine an entire court file
- to examine a document in a file
- to allow clerk to complete Part III of Certification of Adoption

**For Adoption or Termination of Parental Rights Cases:**

Year of Adoption or Termination: \_\_\_\_\_

Adopting Parent(s) Name: \_\_\_\_\_

Child's Name Before Adoption: \_\_\_\_\_

Birth Mother's Name: \_\_\_\_\_

Birth Father's Name: \_\_\_\_\_

If you are asking for a copy of documents or to examine documents, please describe the documents in detail:

\_\_\_\_\_

Please briefly state the reason you are making this request and the use to which you will put any record obtained:

\_\_\_\_\_

**Action Taken by Custodial Judge**

Request granted for disclosure  
 Request denied for disclosure

Reason for denial or comments:

\_\_\_\_\_

\_\_\_\_\_

---

Judge \_\_\_\_\_ Date \_\_\_\_\_