

INFORMATION SHEET FOR PETITION TO INSPECT AND OR OBTAIN COPIES OF ADOPTION RECORD (FC §9200)

IMPORTANT INFORMATION!

Pursuant to Family Code Section 9200(a):

A judge of the superior court may not authorize anyone to inspect the petition, relinquishment or consent, agreement, order, report to the court from any investigating agency, or power of attorney or deposition or any portion of any of these documents, except in exceptional circumstances and for good cause approaching the necessitous.

FILING FEE:	<p>There is no fee if the case number is known. If the case number is not known, there will be a \$15.00 index search for case number. You must complete form “MAD-JUV-001 Request for Records Search” if the case number is not known.</p> <p>The following must be provided if copies are requested by mail:</p> <ul style="list-style-type: none"> ➤ A check made payable to “Madera Superior Court.” <u>Print your Driver’s License number and expiration date on the check.</u> Print “Not to exceed \$30.00” in the lower left-hand corner in the memo line of your check. If the amount submitted is not sufficient to cover the costs, the Court will contact you by mail or phone to obtain the correct amount.
FORMS:	<ul style="list-style-type: none"> • MAD-JUV-003: Petition to Inspect and or Obtain Copies of Adoption Record (FC §9200) • MAD-JUV-004: Order to Inspect and or Obtain Copies of Adoption Record (FC §9200)
COPIES:	Make <u>one (1) copy</u> of each of the above forms after you complete them (front & back)
FILING:	<p>All forms must be typewritten or printed in blue or black ink. (California Rules of Court, Rule 2.100-2.119)</p> <p>You may drop off your documents in person or you may mail your documents to:</p> <p style="text-align: center;">Madera Superior Court-Juvenile Division 200 South G Street Madera, CA 93637</p>
PROCESS:	<ol style="list-style-type: none"> 1. File an original and 1 copy of the “MAD-JUV-003: Petition to Inspect and or Obtain Copies of Adoption Record (FC §9200)” and “MAD-JUV-004: Order to Inspect and or Obtain Copies of Adoption Records (FC §9200)” 2. Pay necessary fees of \$0.50 per page fee for any copies you receive. <ul style="list-style-type: none"> ➤ Note: There is no fee to file the “MAD-JUV-003: Petition to Inspect and or Obtain Copies of Adoption Record (FC §9200)” or “MAD-JUV-004: Order to Inspect and or Obtain Copies of Adoption Records (FC §9200)”

3. Petitioner must provide proper identification, such as a driver's license or an identification card with a picture. If information is requested through the mail, a notarized signature will suffice as identification.
4. Once your "**MAD-JUV-003: Petition to Inspect and or Obtain Copies of Adoption Record (FC §9200)**" has been reviewed by the judge and whether it is granted or denied, the legal clerk will contact you either by telephone or by mail and will provide you with the completed copy of the "**MAD-JUV-004: Order to Inspect and or Obtain Copies of Adoption Records (FC §9200)**"
5. If the Request is granted, the clerk will allow the petitioner to inspect a redacted copy of the file and or may provide redacted copies the documents requested.
 - **Note:** *The petitioner is responsible for paying for the copies produced.*
6. If the court chooses to not grant the request, he will mark the order not granted.