

**Juvenile Court/Institution Records
Sample Letter**

Re: State of Ohio v. _____

Dear Madam/Sir:

Please be advised that _____ is representing _____ in the above referenced matter. The information requested herein is necessary for a detailed social history to be completed on his behalf.

In an effort to properly represent Mr. _____, we are requesting that you provide us with any and all of his juvenile records. These records should include, but are not limited to:

- Admission and release dates
- Placements to other youth facilities;
- Reason(s) for incarceration;
- Psychological testing, notes, reports and results;
- Programs involved in (educational or rehabilitation) and any notes;
- Individual or group counseling he may have been involved in, including therapist's name;
- Medical problems and treatment;
- Medicine, doctor(s) and nurse(s) notes, reports;
- Disciplinary action(s) taken;
- Special recognition or achievements while incarcerated;
- Placement or release plans including probation/parole officers' names, notes and reports;
- Any other records

To assist you in locating these records, Mr. _____'s birthdate is _____ and his social security number is _____.

It is our understanding that Mr. _____ involved with the juvenile justice system on _____.

In addition to our records request stated above, please indicate the name of your agency's custodian of records, as it may be necessary to have the authenticity of the documents verified.

Please certify the records.

An authorization for release of all such records is enclosed for your files. Thank you for your assistance.

Please mail and/or fax this information to my attention.

Sincerely,

Enclosure