

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue . San Francisco, California 94102-3688

www.courts.ca.gov/policyadmin-invitationstocomment.htm

INVITATION TO COMMENT W20-09

Title

Protective Orders: Forms and Procedures for Protecting Minors' Information

Action Requested

Review and submit comments by February 11, 2020

Proposed Rules, Forms, Standards, or Statutes

Amend Cal. Rules of Court, rules 3.1161 and 5.382; adopt forms CH-176, CH-177, CH-178, CH-179, DV-176, DV-177, DV-178, and DV-179; revise forms CH-160, CH-160-INFO, CH-165, CH-170, CH-175, DV-160, DV-160-INFO, DV-165, DV-170, and DV-175

Proposed Effective Date

September 1, 2020

Proposed by

Family and Juvenile Law Advisory Committee

Hon. Jerilyn L. Borack, Cochair

Hon. Mark A. Juhas, Cochair

Civil and Small Claims Advisory Committee

Hon. Ann I. Jones, Chair

Contact

Frances Ho

frances.ho@jud.ca.gov

(415) 865-7662

Kristi Morioka

kristi.morioka@jud.ca.gov

(916) 643-7056

Executive Summary and Origin

Current law provides that a minor or minor's legal guardian may ask the court to make certain information regarding the minor confidential in a domestic violence or civil harassment restraining order proceeding. Assembly Bill 925 (Stats. 2019, ch. 294) changes the penalty associated with misuse or disclosure of a minor's confidential information, provides circumstances in which the confidential information may be disclosed, and allows a third-party to request release of confidential information under limited circumstances.

The Family and Juvenile Law Advisory Committee and the Civil and Small Claims Advisory Committee jointly recommend amending rules of court, adopting eight forms (a set of four in the Domestic Violence Prevention series and a set of four in the Civil Harassment Prevention series), and revising several forms, in order to implement the provisions in AB 925.

This proposal has not been approved by the Judicial Council and is not intended to represent the views of the council, its Rules and Projects Committee, or its Policy Coordination and Liaison Committee. It is circulated for comment purposes only.

The Proposal

This proposal is urgently needed to implement AB 925,¹ which takes effect on January 1, 2020. As most litigants in domestic violence and civil harassment restraining order proceedings are self-represented, the forms proposed here would eliminate the need for parties to create their own pleadings and draft orders. Additionally, the proposed amendments to rules are needed to provide consistency in how these requests and orders are processed. The committees propose the following:

1. Amend rules 3.1161 (civil harassment) and 5.382 (domestic violence);
2. Adopt *Request for Release of Minor's Confidential Information* (forms CH-176 and DV-176);
3. Adopt *Notice of Request for Release of Minor's Confidential Information* (forms CH-177 and DV-177);
4. Adopt *Response to Request for Release of Minor's Confidential Information* (forms CH-178 and DV-178);
5. Adopt *Order on Request for Release of Minor's Confidential Information* (forms CH-179 and DV-179);
6. Revise *Request to Keep Minor's Information Confidential* (forms CH-160 and DV-160);
7. Revise *Privacy Protection for a Minor (Person Under 18 Years Old)* (forms CH-160-INFO and DV-160-INFO);
8. Revise *Order on Request to Keep Minor's Information Confidential* (forms CH-165 and DV-165);
9. Revise *Notice of Order Protecting Information of Minor* (forms CH-170 and DV-170); and
10. Revise *Cover Sheet for Confidential Information* (forms CH-175 and DV-175).

Court-ordered release of confidential information to third parties

Effective January 1, 2020, the court may allow disclosure of information regarding a minor that has been made confidential, if the disclosure is necessary to effectuate the underlying purpose of the restraining order,² or if it is in the best interest of the minor. The court may do so on its own motion or by request of any person. If by request, the person (the minor or minor's legal

¹ AB 925 amends section 6301.5 of the Family Code and section 527.6(v) of the Code of Civil Procedure. Unless otherwise indicated, all further references to these code sections are as amended by AB 925.

² For domestic violence restraining orders, see Family Code section 6220; for civil harassment restraining orders, see Code of Civil Procedure section 527.6(v)(3).

guardian) who asked the court to make the minor's information confidential must be personally served or by first-class mail with a copy of the request (form CH-176 or DV-176) and must have the opportunity to object to the request.

To implement the above, the committees propose amending rules 3.1161 and 5.382 to describe consistent procedures for this process.

Rules 3.1161 and 5.382

These rules would be amended to:

- Require the person asking the court to release a minor's confidential information to make the request on form CH-176 or DV-176 and to submit to the court a proposed order (form CH-179 or DV-179) along with the request;
- Provide that the court, within 10 days of the filing of form CH-176 or DV-176, provide, by first-class mail, a copy of the request, the blank response form, the notice of request, and a blank cover sheet for confidential information to the person who made the request for confidential information. The court must provide notice because the name and address of the person who made the request to keep a minor's information confidential is contained on a confidential form (CH-160 or DV-160) and so may not be available to the person making the request;
- Require that the person (the minor or minor's legal guardian) who asked the court to make the minor's information confidential, if objecting to the request, file the objection on form CH-178 or DV-178 within 20 days from the date of mailing of the notice by the court;
- Allow the court to deny the request for release of minor's confidential information based on the papers;
- Allow the court to schedule a hearing if the minor/legal guardian objects to the request, or to obtain more information regarding the request for release of a minor's confidential information. Any court hearing would be closed and would require at least 10 days' notice to the persons needed at the hearing;
- Require forms containing confidential information be redacted prior to filing in a public file; and
- Provide that the court will provide notice of any order granting or denying a request for release of confidential information if the court's ruling was based on the papers alone (i.e., no court hearing).

As described above, new forms are needed because the majority of litigants in these cases are self-represented.

New forms CH-176 and DV-176, Request for Release of Minor's Confidential Information

This form would be used by any person who wants access to a minor's information that has been made confidential. In some cases, the person may already know the information (e.g., a minor's name or address) but needs an unredacted copy of a court order that involves the minor, like a restraining order protecting the minor.

New forms CH-177 and DV-177, Notice of Request for Release of Minor's Confidential Information

This mandatory notice form would be completed by the court and mailed to the minor or legal guardian who made the request to keep the minor's information confidential (i.e., the person who filed form CH-160 or DV-160). The court would also mail a copy of the completed form (CH-176 or DV-176), a blank copy of the response form (CH-178 or DV-178), and a blank cover sheet (CH-175 or DV-175).

New forms CH-178 and DV-178, Response to Request for Release of Minor's Confidential Information

This response form would be completed by the person (the minor or minor's legal guardian) who asked the court to make the minor's information confidential. If confidential information is provided on this form, two copies of the form must be provided to the court, along with a copy of the mandatory cover sheet (form CH-175 or DV-175).³ If the person who made the request for confidentiality does not agree with the request to release minor's confidential information, the response must be filed within 20 days from the time the notice is mailed by the court.

New forms CH-179 and DV-179, Order on Request for Release of Minor's Confidential Information

An order granting, denying, or setting a court hearing would be made on this form. If the court is making an order to release confidential information, a redacted copy would have to be prepared and filed in a public file and the unredacted copy would be filed in a confidential file. As with the *Order on Request to Keep Minor's Information Confidential* (forms CH-165 and DV-165), if the court issues a denial, only page 1 would be filed and the remaining pages discarded.

Revisions to forms CH-160 and DV-160, CH-165 and DV-165

An additional item would be added to the *Request to Keep Minor's Information Confidential* (forms CH-160 and DV-160), at item 9, to allow the minor or legal guardian to ask the court to give certain third parties access to unredacted restraining order forms. A parallel item would be included on the *Order on Request to Keep Minor's Information Confidential* (forms CH-165 and DV-165), at item 10. These revisions reflect the amendments in AB 925 that provide that courts may authorize disclosure of the confidential information to certain individuals or entities as necessary to implement the protective order or if otherwise in the best interest of the child. (See Code Civ. Proc, § 527.6(v)(4), eff. Jan. 1, 2020, and Fam. Code, § 6301.5(d), eff. Jan. 1, 2020.)

³ This procedure is called for under current rules 3.1161(i) (for civil harassment cases) and 5.382(i) (for domestic violence cases) for the filing of documents with information that the court has ordered be kept confidential.

Revisions to forms CH-160-INFO and DV-160-INFO

The item “Is there a penalty for disclosing confidential information?” on page 3 would be revised to include an updated warning about misusing information and provide examples of when disclosure of confidential information is allowed by statute. (See the discussion of AB 925’s amendments to the sanctions provisions below.)

Monetary sanctions may be imposed for the misuse or disclosure of minor’s confidential information

Under current law, misuse or disclosure of a minor’s confidential information is punishable as contempt of court, with a fine of up to \$1,000. Effective January 1, 2020, the penalty for misuse or disclosure is a sanction of up to \$1,000, which would require the court to assess the person’s ability to pay, prior to imposition. Also, under limited circumstances, disclosure without a court order is permitted, including any disclosure by a minor who has alleged abuse.⁴ The committees propose revising forms CH-165 and DV-165, at item 7, to include the following language:

Warning: Unless authorized by the court or by law, if the information listed below is misused or disclosed to anyone other than law enforcement you may be sanctioned up to \$1,000 or face other court penalties. See [code section]⁵ for the limited situations in which disclosures can be made without a court order.

A substantially identical warning would be included on the *Notice of Order Protecting Information of Minor* (forms CH-170 and DV-170), at item 4.

Order for confidentiality applies to other cases

Currently, an order making a minor’s information confidential applies in any civil proceeding. Effective January 1, 2020, an order for confidentiality would only apply to civil cases between the parties who also were in the civil harassment restraining order proceedings, and any proceeding initiated under the Family Code if the order for confidentiality was made in a domestic violence restraining order proceeding.⁶ The following forms and rules would be revised to reflect this change:

- Rules 3.1161(i) and 5.382(i);
- Forms CH-165 and DV-165 (items 11 and 12 respectively);
- Forms CH-170 and DV-170 (item 3); and
- Forms CH-175 and DV-175 (item 2).

⁴ See Code Civ. Proc., § 527.6(v)(3); Fam. Code, § 6301.5(c).

⁵ Code Civ. Proc., § 527.6(v)(3) (for civil harassment); Fam. Code, § 6301.5(c)(2) (for domestic violence).

⁶ Code Civ. Proc., § 527.6(v)(3)(A); Fam. Code, § 6301.5(c)(1).

Technical change to rule 5.382

A technical change to rule 5.382 is needed to correct the title of a form cited in the rule. In subdivision (e)(2)(D), the title of form DV-160 should read *Request to Keep Minor's Information Confidential* instead of *Request for Domestic Violence Restraining Order*.

Alternatives Considered

Rules of court

The committees considered developing rules that would provide a process for the court to determine a person's ability to pay before imposition of a sanction. The committees rejected this idea because courts are accustomed to making this type of determination and are best suited to decide how to make this determination on a case-by-case basis.

Forms

The committees considered not recommending new forms requesting the release of confidential information, as it is not clear how often these requests will be made and whether they will be filed by attorneys or self-represented litigants. The committees decided new forms should be created, primarily to provide the person who made the request for confidentiality the opportunity to object to such requests.

The committees considered revising item 8a(1) in forms CH-160 and DV-160 to remove the option for asking that the minor's name be kept confidential from the restrained party, citing potential due process issues from the restrained party not having the full name of a minor witness or a minor who is a protected person. The item is currently on the form because, while the statute requires that the restrained party must have information necessary to comply with and respond to the restraining order, it is possible that the restrained party could be provided with enough information to comply and respond without necessarily being given the full name of a minor. This is particularly true if the minor is not a protected party, but instead a witness or a child of the restrained party who has not been named as an additional protected party.

In light of the fact that this item is already on the form, which was adopted by the council in 2019, the committees concluded that item 8a (1) should remain on the proposed form being circulated but are asking for specific comments on this point.

Fiscal and Operational Impacts

The committees anticipate that AB 925 will require that courts incur costs to train court staff and judicial officers on this new procedure, provide assistance to self-represented litigants in self-help centers, and ensure that filed documents are properly redacted. This proposal is intended to help parties and courts implement these new provisions. The new forms may result in costs incurred by courts to incorporate the new forms into their paper or electronic processes.

Request for Specific Comments

In addition to comments on the proposal as a whole, the advisory committees are interested in comments on the following:

- Does the proposal appropriately address the stated purpose?
- Should a person asking that the information of a minor be kept confidential be precluded from asking that the name of the minor *not* be provided to the restrained party? (That is, should item 8a(1) on forms CH-160 and DV-160 be removed? See the discussion in “Alternatives considered,” above.)
- Are the forms easy for users to understand?
- Do you have any suggestions for improving their usability and readability?

The advisory committees also seek comments from *courts* on the following cost and implementation matters:

- What would the implementation requirements be for courts—for example, training staff (please identify position and expected hours of training), revising processes and procedures (please describe), changing docket codes in case management systems, or modifying case management systems?
- Would 3 months from Judicial Council approval of this proposal until its effective date provide sufficient time for implementation?
- How well would this proposal work in courts of different sizes?

Attachments and Links

1. Cal. Rules of Court, rules 3.1161 and 5.382, at pages 8 - 16.
2. Forms CH-160, CH-160-INFO, CH-165, CH-170, CH-175, CH-176, CH-177, CH-178, CH-179, DV-160, DV-160-INFO, DV-165, DV-170, DV-175, DV-176, DV-177, DV-178, and DV-179, at pages 17 - 76.
3. Link A: Assembly Bill 925,
http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB925

Rules 3.1161 and 5.382 of the California Rules of Court will be amended, effective September 1, 2020, to read:

Title 3. Civil Rules

Division 11. Law and Motion

Chapter 3. Provisional and Injunctive Relief

Article 4. Protective Orders

Rule 3.1161. Request to make minor's information confidential in civil harassment protective order proceedings

(a) Application of rule

This rule applies to requests and orders made under Code of Civil Procedure section 527.6(v) to keep a minor's information confidential in a civil harassment protective order proceeding.

Wherever used in this rule, "legal guardian" means either parent if both parents have legal custody, or the parent or person having legal custody, or the guardian, of a minor.

(b)-(f) * * *

(g) Factors in selecting redaction procedures * * *

(h) Sharing of information about a protected minor Releasing minor's confidential information

(1) Sharing of information with the respondent To respondent

Information about a protected minor must be shared with the respondent only as provided in Code of Civil Procedure section 527.6(v)(4)~~(B)~~(A)(ii), limited to information necessary to allow the respondent to respond to the request for the protective order and to comply with the confidentiality order and the protective order.

(2) ~~Sharing of information with law enforcement~~ To law enforcement

Information about a ~~protected~~ minor must be shared with law enforcement only as provided in Code of Civil Procedure section 527.6(v)(4)(A)(i) or by court order.

Rules 3.1161 and 5.382 of the California Rules of Court will be amended, effective September 1, 2020, to read:

1 (3) To other persons

2
3 If the court finds it is necessary to prevent harassment or is in the best interest
4 of the minor, the court may release confidential information on the request of
5 any person or entity or on the court's own motion.

6
7 (A) Request for release of confidential information

8 (i) Any person or entity may request the release of confidential
9 information by filing Request for Release of Minor's Confidential
10 Information (form CH-176) and a proposed order, Order on
11 Request for Release of Minor's Confidential Information (form
12 CH-179), with the court.

13
14 (ii) Within 10 days after filing form CH-176 with the clerk, the clerk
15 must serve, by first-class mail, the following documents on the
16 minor or legal guardian who made the request to keep the minor's
17 information confidential:

- 18
19 a. Cover Sheet for Confidential Information (form CH-175);
20
21 b. Request for Release of Minor's Confidential Information (form
22 CH-176);
23
24 c. Notice of Request for Release of Minor's Confidential
25 Information (form CH-177);
26
27 d. Response to Request for Release of Minor's Confidential
28 Information (form CH-178) (blank copy);
29
30 e. Order on Request for Release of Minor's Confidential
31 Information (form CH-179).

32
33 (B) Opportunity to object

34
35 (i) The person who made the request for confidentiality has the right
36 to object by filing form CH-178 within 20 days from the date of
37 the mailing of form CH-177, or verbally objecting at a hearing, if
38 one is held.

39
40 (ii) The person filing a response must serve a copy of the response
41 form (form CH-178) on the person requesting release of
42 confidential information before filing the response form with the
43 court unless the response form contains confidential information.

Rules 3.1161 and 5.382 of the California Rules of Court will be amended, effective September 1, 2020, to read:

If the response form contains confidential information, service must be done as soon as possible after the response form has been redacted.

(iii) If the person who made the request for confidentiality objects to the release of information, the court may set the matter for a closed hearing.

(C) *Rulings*

The request may be granted or denied in whole or in part without a hearing or the court may set the matter for hearing on at least 10 days' notice to the person who made the request for release of confidential information and the person who made the request for confidential information. Any hearing must be confidential.

(i) *Order granting release of confidential information*

a. The order (form CH-179) granting the release of confidential information must be prepared in a manner consistent with the procedures outlined in (f).

b. A redacted copy of the order (form CH-179) must be filed in a public file and an unredacted copy of the order must be filed in a confidential file.

c. *Service*

If the court grants the request for release of information based on the pleadings, the court must mail a copy of form CH-179 to the person who filed form CH-176 and the person who made the request to keep the minor's information confidential.

(ii) *Order denying request to release minor's confidential information*

a. The court may deny a request to release confidential information based on the request alone.

b. The order (form CH-179) denying the release of confidential information must be filed in a public file and must not include any confidential information.

Rules 3.1161 and 5.382 of the California Rules of Court will be amended, effective September 1, 2020, to read:

1 c. *Service*

2
3 If the court denies the request for release of information based
4 on the pleadings, the court must mail a copy of form CH-179 to
5 the person who filed form CH-176 and the person who made
6 the request to keep the minor's information confidential.

7
8 (iii) If the court finds that the request to release confidential
9 information is insufficiently specific to meet the requirements
10 under Code of Civil Procedure section 527.6(v)(4)(C), the court
11 may conduct a closed hearing to determine if there are additional
12 facts that would support granting the request. The court may
13 receive any relevant evidence, including testimony from the person
14 requesting the release of a minor's confidential information, the
15 minor, the legal guardian, the person who requested the restraining
16 order, or other competent witness.

17
18 (i) **Protecting information in subsequent filings and other civil cases**

19 (1) * * *

20 (2) Other civil case

21
22 (A) Information subject to an order of confidentiality issued under Code of
23 Civil Procedure section 527.6(v) must be kept confidential in any other
24 civil case with the same parties.

25
26 (B) The minor or person making the request for confidentiality and any
27 person who has been served with a notice of confidentiality must submit
28 a copy of the order of confidentiality (form CH-165) in any other civil
29 case involving with the same parties.

Rules 3.1161 and 5.382 of the California Rules of Court will be amended, effective September 1, 2020, to read:

1 **Title 5. Family and Juvenile Rules**
2

3 **Division 1. Family Rules**
4

5 **Chapter 11. Domestic Violence Cases**
6

7 **Article 1. Domestic Violence Prevention Act Cases**
8

9 **Rule 5.382. Request to make minor's information confidential in domestic violence
10 protective order proceedings**

11 **(a)–(d) * * ***
12

13 **(e) Orders on request for confidentiality**
14

15 (1) * * *
16

17 (2) *Order granting request for confidentiality*
18

19 (A)–(C) * * *
20

21 (D) *Service and copies*
22

23

24 The other party, or both parties if the person making the request for
25 confidentiality is not a party to the action, must be served with a copy of
26 the *Request for Domestic Violence Restraining Order Request to Keep*
27 *Minor's Information Confidential* (form DV-160), *Order on Request to*
28 *Keep Minor's Information Confidential* (form DV-165), and *Notice of*
29 *Order Protecting Information of Minor* (form DV-170), redacted if
30 required under (f)(4).

31

32 The protected person and the person requesting confidentiality (if not the
33 protected person) must be provided up to three copies of redacted and
34 unredacted copies of any request or order form.

35

36 (3) *Order denying request for confidentiality* * * *
37

38 **(f)–(g) * * ***
39

40 **(h) ~~Sharing of information about a protected minor~~ Releasing minor's confidential
41 information**

42

43 (1) *Sharing of information with the respondent* To respondent

Rules 3.1161 and 5.382 of the California Rules of Court will be amended, effective September 1, 2020, to read:

Information about a ~~protected~~ minor must be shared with the respondent only as provided in Family Code section 6301.5(d)(2)(1)(B), limited to information necessary to allow the respondent to respond to the request for the protective order and to comply with the confidentiality order and the protective order.

(2) Sharing of information with law enforcement To law enforcement

Information about a ~~protected~~ minor must be shared with law enforcement only as provided in Family Code section 6301.5(d)(1)(A) or by court order.

(3) To other persons

If the court finds it is necessary to prevent abuse within the meaning of Family Code section 6220, or is in the best interest of the minor, the court may release confidential information on the request of any person or entity or on the court's own motion.

(A) Request for release of confidential information

(i) Any person or entity may request the release of confidential information by filing Request for Release of Minor's Confidential Information (form DV-176) and a proposed order, Order on Request for Release of Minor's Confidential Information (form DV-179), with the court.

(ii) Within 10 days after filing form DV-176 with the clerk, the clerk must serve, by first-class mail, the following documents on the minor or legal guardian who made the request to keep the minor's information confidential:

- a. Cover Sheet for Confidential Information (form DV-175);
- b. Request for Release of Minor's Confidential Information (form DV-176);
- c. Notice of Request for Limited Release of Minor's Confidential Information (form DV-177);
- d. Response to Request for Release of Minor's Confidential Information (form DV-178) (blank copy);

Rules 3.1161 and 5.382 of the California Rules of Court will be amended, effective September 1, 2020, to read:

- 1 e. *Order on Request for Release of Minor's Confidential*
2 *Information (form DV-179).*

3
4 (B) *Opportunity to object*

- 5
6 (i) The person who made the request for confidentiality has the right
7 to object by filing form DV-178 within 20 days from the date of
8 the mailing of form DV-177, or verbally objecting at a hearing, if
9 one is held.
- 10
11 (ii) The person filing a response must serve a copy of the response
12 form (DV-178) on the person requesting release of confidential
13 information before filing the response form with the court unless
14 the response form contains confidential information. If the
15 response form contains confidential information, service must be
16 done as soon as possible after the response form has been redacted.
- 17
18 (iii) If the person who made the request for confidentiality objects to
19 the release of information, the court may set the matter for a closed
20 hearing.

21
22 (C) *Rulings*

23
24 The request may be granted or denied in whole or in part without a hearing or
25 the court may set the matter for hearing on at least 10 days' notice to the
26 person who made the request for release of confidential information and the
27 person who made the request for confidential information. Any hearing must
28 be confidential.

29
30 (i) *Order granting release of confidential information*

- 31
32 a. The order (form DV-179) granting the release of confidential
33 information must be prepared in a manner consistent with the
34 procedures outlined in (f).

- 35
36 b. A redacted copy of the order (form DV-179) must be filed in a
37 public file and an unredacted copy of the order must be filed in
38 a confidential file.

39
40 c. *Service*

41
42 If the court grants the request for release of information based
43 on the pleadings, the court must mail a copy of form DV-179

Rules 3.1161 and 5.382 of the California Rules of Court will be amended, effective September 1, 2020, to read:

1 to the person who filed form DV-176 and the person who made
2 the request to keep the minor's information confidential.

3
4 (ii) *Order denying request to release minor's confidential information*

- 5
6 a. The court may deny a request to release confidential
7 information based on the request alone.
- 8
9 b. The order (form DV-179) denying the release of confidential
10 information must be filed in a public file and must not include
11 any confidential information.

12
13 c. *Service*

14
15 If the court denies the request for release of information based
16 on the pleadings, the court must mail a copy of form DV-179
17 to the person who filed form DV-176 and the person who made
18 the request to keep the minor's information confidential.

19
20 (iii) If the court finds that the request to release confidential
21 information is insufficiently specific to meet the requirements
22 under Family Code section 6301.5(d)(3), the court may conduct a
23 closed hearing to determine if there are additional facts that would
24 support granting the request. The court may receive any relevant
25 evidence, including testimony from the person requesting release
26 of the minor's confidential information, the minor, the legal
27 guardian, the person who requested the restraining order, or other
28 competent witness.

29
30 (i) **Protecting information in subsequent filings and other civil cases**

31
32 (1) * * *

33
34 (2) *Other civil case*

35
36 (A) Information subject to an order of confidentiality issued under Family
37 Code section 6301.5 must be kept confidential in any family law case
38 and any other civil case with the same parties.

39
40 (B) The minor or person making the request for confidentiality and any
41 person who has been served with a notice of confidentiality must submit

Rules 3.1161 and 5.382 of the California Rules of Court will be amended, effective September 1, 2020, to read:

- 1 a copy of the order of confidentiality (form DV-165) in any family law
- 2 case and any other civil case involving with the same parties.

When do I use this form?

Complete this form if you want the court to keep information about a minor in a domestic violence restraining order proceeding confidential and not available to the public or the restrained person. If you only want to keep your home address confidential, you may use a mailing address on your other forms rather than using this form.

What if there is information I don't want the restrained person to have?

You can make this request at item ⑧ if you want to ask the court to keep information confidential from the restrained person. If the court grants your request to keep certain information confidential from the restrained person, the information will have to be redacted (whited or blacked out) out from all forms before the restrained person gets a copy. But be aware that if the court denies your request, the information may be provided to the restrained person.

Who will see this form?

The public will NOT have access to this form.

The restrained person will have access to the entire form unless the court grants the request made in item ⑧ below.

Clerk stamps date here when form is filed.

DRAFT

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:

① Parties in This Case

- a. Person who requested restraining order (form CH-100, item ①):

Full Name: _____

- b. Person from whom protection is sought (form CH-100, item ②):

Full Name: _____

② Person Making Request for Confidentiality

- a. Full Name: _____

- b. I am:

(1) The minor requesting confidentiality.

(2) The parent legal guardian of the minor or minors listed below.

List all the minors that you are making the request for:

Name: _____

Name: _____

Name: _____

Name: _____

Check here if there are additional minors. Attach a sheet of paper and write "Attachment 2b(2)—Additional Minors" for a title.

This is not a Court Order.

3 Contact Information

- a. Your lawyer (*if you have one for this case*):

Name: _____ State Bar No.: _____

Firm Name: _____

- b. Address (*If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or e-mail.*)

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

4 Requests for More Than One Minor (*ONLY for parents or legal guardians*)

I am making this request for two or more minors.

- a. The information I want confidential (as checked in item ⑤) is the SAME for all minors.
 b. The information I want confidential (as checked in item ⑤) is NOT the same for all minors.

If you checked 4b, make sure you list all the information you want confidential for each minor in ⑤. If you need more space in ⑤, attach a separate piece of paper.

5 Information to Be Kept Confidential From the Public

I want the information checked below to be made confidential and NOT available to the public.

Check ALL that apply:

- a. **Minor's name**

(Note: If your request is granted, the public will not have access to your name in this case, but law enforcement must be given this information.)

- b. **Minor's address**

The address I want kept confidential is: _____

(Note: You do NOT have to make this request if you use a mailing address that does not need to be kept confidential. Use that mailing address on all forms in this case and any other civil case.)

This is not a Court Order.



c. **Information relating to the minor**

! Note: If information relating to the minor is made confidential by the court, the public will not have access to this information but the restrained person must be given the information that is necessary to comply with the restraining order and to respond to the restraining order request. Also, the court may give permission to release confidential information in this case to other people like the minor's childcare provider or school, or anyone who needs the information to protect the minor's best interest or to prevent harassment.

Describe all information in the documents that will be filed that you want kept confidential.

You may either (check one):

- (1) Attach a copy of form CH-100 or other document that you are filing. Circle all the information you want kept confidential.
- (2) List the information below, identifying the location of the statements in form CH-100 or other document that you are filing.

Location of Information <i>(for example, form #, page #, paragraph #, line #, attachment #, or exhibit #)</i>	Information to Be Redacted <i>(not viewable by the public)</i>
---	--

Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper and write "Attachment 5c(2)" for a title.

(a)	_____	_____
	_____	_____
	_____	_____
	_____	_____
(b)	_____	_____
	_____	_____
	_____	_____
	_____	_____
(c)	_____	_____
	_____	_____
	_____	_____
	_____	_____
(d)	_____	_____
	_____	_____
	_____	_____
	_____	_____

This is not a Court Order.

6 Reasons for Request

To approve your request, the court must expressly find all of the following:

- The minor's right to privacy overcomes the right of the public access to the information;
- There is a substantial probability that the minor's interest will be prejudiced if the information is not kept confidential;
- The order to keep the information confidential is narrowly tailored; and
- No less restrictive means exist to protect the minor's privacy.

Use these four requirements to help you answer the questions below.

a. Why should the information about the minor provided in item ⑤ be kept private or confidential?

Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper and write "Attachment 6a" for a title.

b. What do you think would happen if the information is NOT made private or confidential?

Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper and write "Attachment 6b" for a title.

This is not a Court Order.



(7) If any portion of the request for confidentiality from the public (item (5) is denied, I want to (check one):

- a. **Cancel my request for restraining order**

I ask the court NOT to make a decision on my *Request for Civil Harassment Restraining Orders* (form CH-100). I understand that canceling my request means that I will not receive a restraining order at this time.
(Note: You may file a request on the same or different facts at a later date.)

- b. **Move forward with my request for restraining order**

I ask the court to make a decision on my *Request for Civil Harassment Restraining Orders* (form CH-100).
(Note: Choosing this option means that the information in your Request for Civil Harassment Restraining Order (form CH-100) and other related documents and forms will be available to the public and must be seen by the restrained person unless you make a request in item (8) and the court approves the request.)

(8) □ Information to Be Kept Confidential From the Restrained Person

(Note: The restrained person must be given information necessary to comply with the restraining order and to respond to the restraining order request.)

I do not want the restrained person to have access to some of the information checked in item (5).

- a. What information do you want to be confidential and not given to the restrained person?

(1) Minor's name

(2) Minor's address

(3) Other information relating to the minor from item (5) (specify):

Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper and write "Attachment 8a(3)" for a title.

- b. Why should the information listed in 8a be kept confidential and not given to the restrained person?

- c. What do you think would happen if the information listed in 8a is given to the restrained person?

Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper and write "Attachment 8" for a title.

This is not a Court Order.

d. If any portion of the request for confidentiality from the restrained person (item 8) is denied, I want to:

(1) **Cancel my request for restraining order**

I ask the court NOT to make a decision on my *Request for Civil Harassment Restraining Orders* (form CH-100). I understand that canceling my request means that I will not receive a restraining order at this time. (*Note: You may file a request on the same or different facts at a later date.*)

(2) **Move forward with my request for restraining order**

I ask the court to make a decision on my *Request for Civil Harassment Restraining Orders* (form CH-100). (*Note: Choosing this option means that all of the information in your request for restraining order (form CH-100) must be seen by the restrained person.*)

9 People I Want to Have Access to Confidential Information

(Note: If you want other people to have unredacted copies of restraining order forms in this case, you should complete this item.)

a. If my request in item 5 is granted, I want to be allowed to give the following people/entities (check all that apply)

(1) minor's school

(2) minor's childcare provider

(3) supervised visitation provider

(4) other (name): _____

b. copies of documents in this case with the following information (check all that apply).

(1) minor's name

(2) minor's address

(3) information listed in item 5c.

10 Number of pages attached to this form, if any: _____

Date: _____

Lawyer's name (if any)

► Lawyer's signature

I declare under penalty of perjury under the laws of the State of California that the information above and on all attachments is true and correct.

Date: _____

Type or print your name

► Signature of person making this request

This is not a Court Order.



Can I keep information about a minor confidential?

Yes. In a civil harassment restraining order case, you can ask a judge to make information about a minor confidential. Confidential means that the public is unable to see the information, because the information is kept private. This is important because most papers in your court case are available for the public to see. This means anyone can view information on your papers, including information about a minor. If the judge grants your request, the public will not be able to see the minor's information on your paperwork.

Who can make this request?



Several people can make this request, including a minor's parent or legal guardian.

Any minor protected by a restraining order can make this request, as well. Also, any person, including a minor, who is the accused person in a case may make this request.

A minor can make this request without the help of an adult. This depends on the minor's age, though. If the minor is 12 years old or younger, the judge may want an adult to help the minor make this request.

For more information on who can make this request, contact your local self-help center or a lawyer.

What information can I ask the judge to make confidential?

A judge can make any information about a minor confidential. That means that you can ask to make confidential the minor's name, address, any statements about the minor's abuse, or any abuse the minor witnessed.

If you only want to protect the minor's address, you do not have to make this request. Instead, you can use a different address on your restraining order request, such as a mailing address that is not where the minor lives, a P.O. box, or someone else's address. If you use someone else's address, be sure to get their permission first.

Whatever address you use, make sure you will get your mail regularly. This is important, because the address you use is the address the court and other party will use to send you papers for your case.

Does this request cost money?

That depends on the type of harassment. If the person you want to restrain used or threatened to use violence against you or stalked you, you do not have to pay a filing fee. Otherwise, you must pay a filing fee.

If you cannot afford to pay the filing fee, ask the court clerk how to apply for a fee waiver. You will need to fill out [form FW-001](#).

If the protective order is based on prior acts of violence, a credible threat of violence, or stalking, the sheriff or marshal must serve your order for free. Also, if you are eligible for a fee waiver, you can ask the sheriff or marshal to serve the order for free. If you are not eligible for free service, you must pay the sheriff or marshal to serve the order.

I need an interpreter. How can I get help?



You may use [form INT-300](#) to request an interpreter. Ask court staff for information.

I have a disability. How can I get help?

You may use [form MC-410](#) to request assistance. Contact the disability/ADA coordinator at your local court for more information.

Do I need a lawyer to make this request?

No, but this type of request can be hard to get through on your own. Free help may be available at your local court's self-help center. (See below.)



Where can I find a self-help center?

Find your local court's self-help center at www.courts.ca.gov/selfhelp. Self-help center staff will not act as your lawyer but can give you information to help you decide what to do in your case.



Where can I find other help?

For safety tips or other help, call or visit the following hotlines online:

National Human Trafficking Hotline, 1-888-373-788; TTY: 711; humantraffickinghotline.org

National Sexual Assault Hotline, 1-800-656-4673, www.rainn.org

Stalking Hotline, 1-855-484-2846, victimconnect.org/statistics/stalking/

What do I have to do to make information about a minor confidential?**Step 1: Complete the forms.**

You will need to complete these forms to make your request:



You can use these steps as a checklist.

[Form CH-160](#)

[Form CH-165](#) (complete items 1 and 2 only)

You can find these forms online at www.courts.ca.gov/forms.

► See tips to complete the forms.

To request a restraining order, you need to complete different forms. See form [CH-100-INFO](#) for a list of forms you need to complete to request a restraining order.

Step 2: Take the forms to your court clerk to file.

Find out which courthouse to take your forms to by calling your local court or searching online at www.courts.ca.gov/find-my-court.htm.

Step 3: Understand the judge's order.

The judge will write your orders on [form CH-165](#).

The judge will **grant** or **deny** your request.

► See page 3 for what this means.

Step 4: Give court papers to other parties.

In some cases, you will need to have your server give court papers to the other parties in your case. This process is called service.



► See page 4 for tips to complete service.

► Tips for Step 1: Complete the forms.

I only want to protect the minor's address: If you only want to protect the minor's address, you do not have to make this request. See "What information can I ask the judge to make confidential?" on page 1 for more information.

I want to protect multiple minors. Only an adult who is the minors' parent or legal guardian may make a request to protect multiple minors' information.

I want to give the minor's school or others copies of court orders from this case

If the court grants your request to make information regarding a minor confidential, you may want to ask the court for permission to give other people copies of certain documents in your case. You can make this request at item 9 on form CH-160.



My right to cancel my restraining order request: If you are the party asking for the civil harassment restraining order and the judge does not grant your confidentiality request, you have the right to cancel your civil harassment restraining order request.

To have your civil harassment restraining order request canceled, check the box on [form CH-160](#), item 7a, and item 8d(1), if it applies.

If you cancel your civil harassment restraining order request, you will **not** receive a civil harassment restraining order at this time.

If, after canceling your civil harassment restraining order request, you want to ask for a civil harassment restraining order based on the same facts, you must start the process over. See form [CH-100-INFO](#) for more information.



**► Tips for Step 3:
Understand the judge's order.**

Look at [form CH-165](#) to see what the judge decided.

**What if the judge granted my request?**

Look closely at [form CH-165](#), pages 2–5, to see what information the judge made confidential in your case. If the judge granted your request to keep information confidential, the information the judge decided to keep confidential will not be available to the public. The information will only be available to the parties in the case.

At times, the judge may make information confidential from the other party in your case. If this happens, the judge will item 8 on [form CH-165](#).

Now, take a close look at item 9 on [form CH-165](#). This tells you who is responsible for redacting the information on your paperwork and the deadline for filing it with the court.

Redacting means to hide (blacken or whiten out) information so it cannot be seen. If the judge makes you responsible for redacting the information, your local self-help center may be able to help you.

► What if I file documents with the court in the future?

If you file documents with the court in the future, be sure to use [form CH-175](#) as a cover sheet and follow the instructions at the top of the form.

What if the judge did not grant (denied) my request?

This means that if you move forward with your case, the minor's information will not be confidential on your paperwork. This is important because anyone can go to your local courthouse and ask to see the documents you filed in this case.

If the judge does not grant your request, you may have other legal options available to you. Visit your local court's self-help center or talk with a lawyer.

► What if I asked to cancel my restraining order request?

If you checked box 7a or 8d(1) on [form CH-160](#) and the judge denied your request, the paperwork you turned in with this request will not be available to the public, except for page 1 of [form CH-165](#). This includes [form CH-100](#) and any proposed order forms. The court will either return these forms to you, destroy them, or delete them from their records unless you give the court permission to file the forms.

Is there a penalty for disclosing confidential information?

Misusing or giving out confidential information can result in the court ordering you to pay up to \$1,000 or other court penalties. You will not be penalized if you:

- Give information to police to help them enforce the judge's orders; or
- If you are the minor who has claimed abuse.

► Tips for Step 4: Give court papers to all parties in your case.

In some cases, the judge will order you to serve your court papers. Look at [form CH-165](#) to see what the judge decided.



The judge **granted** my request to keep some of the minor's information confidential.

**Your papers must be served.
Follow steps 1–5 below.**

What did the judge decide in your case?

The judge **denied** (did not grant) my request to keep some information confidential. I **canceled** my request for a restraining order and there is **no other issue** in this case for a judge to decide on.

**Your papers do not need to be served.
You may stop here.**

The judge **denied** (did not grant) my request to keep some information confidential. I did not cancel my request for a restraining order. The **case is still open**.

**If this is your situation, forms CH-160 and CH-165 must be served by mail or in person.
Follow steps 3–5 below.**

○ Step 1: Find out which papers you need to serve.

The judge will check which papers you need to serve to the other parties in your case on [form CH-165](#), item 13.

○ Step 2: Find out whether you need to serve the other parties personally or by mail.

The judge will check how you need to serve your court papers to the other parties in your case on [form CH-165](#), item 13.

If the judge checks item 13a, you will need to have your server personally serve (give) your court papers to the other parties in your case.

If the judge checks item 13b, you will need to have your server mail your court papers.

○ Step 3: Choose a server.

The person who serves your papers is called a server. Your server must be at least 18 years old, not protected by the restraining order, and not involved in your case. **You are not allowed to serve your own court papers.**

! Some situations may be dangerous. Think about people's safety when deciding who you choose to serve your court papers.

A sheriff or marshal will serve your court papers for free. Another option is a process server.

A process server is a business you pay to deliver court papers. To hire a process server, look for "process server" on the internet or in the yellow pages.

○ Step 4: Have your server give your court papers to all parties

For personal service, give your server your court papers as well as [form CH-200](#).

For service by mail, give your server your court papers as well as [form CH-250](#).

○ Step 5: File proof with the court.

The court needs proof that your papers were served. After your server completes [form CH-200](#) or form [POS-030](#), take it to the court to file in your case.

If the sheriff or marshal served your papers, they may use another form for proof instead of [form CH-200](#). Make sure a copy is filed with the court and that you get a copy.

For more information, read [form CH-200-INFO](#) or ask your local court's self-help center for help.

Clerk stamps date here when form is filed.

 CONFIDENTIAL PUBLIC VERSION (REDACTED)

DRAFT

1 Parties in This Case

- a. Person who requested restraining order (form CH-100, item ①):

Full Name: _____

- b. Person from whom protection is sought (form CH-100, item ②):

Full Name: _____

2 Person Making Request for Confidentiality

Full Name: _____

Court will complete item ③ if request is denied or items ④–⑬ if request is granted or partially granted.

Court's Decision

The court has reviewed the request for confidentiality and makes the following decision:

3 Denied or More Information Needed

- a. **DENIED.** The request to keep information of a minor or minors confidential is denied.

(1) **The court will NOT make a decision on the Request for Civil Harassment Restraining Order (form CH-100).** The request for restraining order and proposed order forms must be returned to the requester personally, destroyed, or deleted from electronic files and not filed with the court unless the person requesting the restraining order agrees to file them without any changes.

(2) **The court will make a decision on the Request for Civil Harassment Restraining Order (form CH-100).** The request for restraining order and any accompanying orders will be filed in the public file.

- b. **More information is needed for court decision.** You must go to court on the date and time below to provide more information on why you need the court to make information confidential.

Name and address of court if different from above:

Hearing Date

Date: _____ Time: _____
Dept.: _____ Room: _____

- c. If item ③ is checked, only this page of this order form will be issued. All other pages should be discarded.

Date: _____

Judge (or Judicial Officer)

Instructions to Clerk

If item ③ is checked, file page 1 in a public file and discard pages 2–5.
File the request for confidentiality (form CH-160) in a confidential file.

This is a Court Order.

Court will complete the rest of this form if the request is partially or fully granted.

4 GRANTED

- a. **Granted in full.** The request to keep the information of a minor or minors confidential is granted in full. Details of the order are stated below in items ⑤–⑫.
- b. **Partially granted.** The request to keep the information of a minor or minors confidential is granted only in part. Details of the order are stated below in items ⑤–⑫.

5 Findings

- The court finds all of the following (*all of these findings are required if granting in full or in part*):

 - a. The right to privacy of the minors listed in item ⑥ overcomes the public's right of access to the information;
 - b. There is a substantial probability that the interests of the minors listed in item ⑥ will be prejudiced if the information is not kept confidential;
 - c. The order is narrowly tailored; and
 - d. No less restrictive means exist to protect the privacy of the minors in item ⑥.

6 Minors Subject to This Order

This order protects the information listed in item ⑦ for the following minors:

- a. Name: _____
- b. Name: _____
- c. Name: _____
- d. Name: _____

Check here if there are additional minors. Attach a sheet of paper and write "Attachment 6—Additional Minors" for a title.

References in this order to “the minor” refer to all minors listed here.

7 Information to Be Kept Confidential From Public

WARNING: Unless authorized by the court or by law, if the information listed below is misused or disclosed to anyone other than law enforcement you may be sanctioned up to \$1,000 or face other court penalties. See Code of Civil Procedure section 527.6(v)(3) for the limited situations in which disclosures can be made without a court order.

The following information must be kept confidential and not viewable by the public. (*Check all that apply.*)

- a. **Name of minor**

True name of minor in item ⑥
(to be kept confidential)

Initials viewable by the public
(to be used in redacted version)

This is a Court Order.



b. **Address of minor**

The following addresses of the minors listed in item ⑥ must be redacted and must not be viewable by the public: _____

c. **Information relating to minor (check one):**

- (1) The information CIRCLED in the attached copy of form CH-100 or other document or form is made confidential by this order.
- (2) The information below is made confidential by this order:

Location of Information
*(for example, form #, page #,
paragraph #, line #,
attachment #, or exhibit #)*

Information to Be Redacted
(not viewable by the public)

(a) _____ _____ _____ _____	_____
(b) _____ _____ _____ _____	_____
(c) _____ _____ _____ _____	_____
(d) _____ _____ _____ _____	_____

Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper and write "Attachment 7c(2)" for a title.

This is a Court Order.



d. Other:

8 Information to Be Kept Confidential From the Restrained Person

The restrained person (*full name*), _____, will have access to the following information checked in item 7 to comply with the protective order and prepare a response:

- a. All the information, unredacted.
- b. All the information except for the following:

Check here if additional space is needed and include the information on a separate piece of paper. Write "Attachment 8b" at the top and attach to this form.

9 Responsibility for Redacting All Forms and Documents

- a. All forms and documents submitted with the request for confidentiality **must be redacted and filed with the court** no later than (*number of court days or date*) _____ by the:
 - (1) court
 - (2) person making the request
 - (3) other _____
- b. The redacted documents must be filed in a public file and the unredacted documents must be filed in a confidential file.

This is a Court Order.



(10) People Who May Have Access to Unredacted Court Documentsa. The minor's (*check all that apply*)

- (1) school
- (2) minor's childcare provider
- (3) supervised visitation provider
- (4) other (*name*): _____

may be given copies of unredacted documents from this case with the following information:

- b. (1) Minor's name
 - (2) Minor's address
 - (3) Minor's information listed in item 7c.
- c. Law enforcement may have access to any information in this case that is necessary to enforce the restraining order.

(11) Court Records and Hearings

The information listed in item 7 must NOT be disclosed by the court in any:

- a. Registers of actions, indexes, court calendars, court transcripts, or minute orders in this case, any family law case, or any civil case with the same parties in the state of California.
- b. Future court hearings, including any documents introduced during a hearing in this case, any family law case, or any civil case with the same parties in the state of California.

(12) To All Parties

- a. The information made confidential by this order must NOT be made public in this case, any family law case, or or any other civil case.
- b. If you file a document in this case or any case noted above in 12a that includes information listed in item 7, you must attach *Cover Sheet for Confidential Information* (form CH-175) to the front, and include a copy of this order if there is not already one in the case.

This is a Court Order.

(13) To the Person Making the Request for Confidentiality

You must do the following:

- a. Have a copy of each form listed in item (c) below **personally served** on (given to) the restrained person.
(See form CH-200-INFO to find out how to meet this requirement. Personal service is required when the protected person is making this request and when forms CH-100, CH-109, and CH-110 have NOT been served on the restrained person.)
- b. Have a copy of each form listed in item (c) mailed to the:
 - (1) Restrained person
 - (2) Protected person
 - (3) Other: _____

(See form POS-030, Proof of Service by First-Class Mail - Civil, to find out how to meet this requirement.)
- c. Forms to serve:
 - (1) Form CH-170, *Notice of Order Protecting Information of Minor*
(Form CH-170 should be the first page with all others stapled behind.)
 - (2) Form CH-100, *Request for Domestic Violence Restraining Order*
 - (3) Form CH-109, *Notice of Court Hearing*
 - (4) Form CH-110, *Temporary Restraining Order*
 - (5) Form CH-160, *Request to Keep Minor's Information Confidential*

Unredacted Redacted (if item 8b on CH-165 is checked)
 - (6) Form CH-165, *Order on Request to Keep Minor's Information Confidential*

Unredacted Redacted (if item 8b on CH-165 is checked)
 - (7) Form CH-175, *Cover Sheet for Confidential Information* (leave blank)
 - (8) Other: _____

Date: _____

Judge (or Judicial Officer)

Instructions to Clerk

1. The originals of all unredacted documents containing the information checked in item 7 must be kept in a confidential file and must NOT appear in any **register of action, calendar, index, minute order, or transcript**.
2. If item 8b is checked, provide the person making this request no more than three certified copies of forms CH-100, CH-109, and CH-110, which must include any information in item 7 but must NOT include any information listed in item 8b. Use form CH-170 as a cover sheet for each set of forms.
3. Any information listed in item 8b must not be available to the restrained person and must be filed in a confidential file.

This is a Court Order.

Clerk stamps date here when form is filed.

1 Confidential Information

The court has made some information in this case confidential.

Details of the Order for Confidentiality are in form CH-165, *Order on Request to Keep Minor's Information Confidential*. Confidential information may be given ONLY to law enforcement to enforce the restraining order (attached form CH-110).

Fill in court name and street address:

Superior Court of California, County of _____

2 Documents Attached to This Notice

The following documents contain confidential information:

- a. Form CH-100, *Request for Civil Harassment Restraining Order*
- b. Form CH-109, *Notice of Court Hearing*
- c. Form CH-110, *Temporary Restraining Order*
- d. Form CH-130, *Restraining Order After Hearing*
- e. Form CH-160, *Request to Keep Minor's Information Confidential*
- f. Form CH-165, *Order on Request to Keep Minor's Information Confidential*
- g. Form CH-175, *Cover Sheet for Confidential Information* (leave blank)
- h. Other: _____

Fill in the case number and ticket number (if you have it):

Case Number: _____

3 Filing Documents

If you file any document that contains any confidential information in this case or other civil case with the same parties, **you MUST also use form CH-175 as a cover sheet**. See form CH-165, item ⑦, for all information made confidential by the court.

4 NOTICE TO RECIPIENT: Unless authorized by the court or by law, if you misuse or disclose the information that is confidential in this case to anyone other than law enforcement you may be sanctioned up to \$1,000 or face other court penalties. See Code of Civil Procedure section 527.6(v)(3) for the limited situations in which disclosures can be made without a court order.

Instructions to Clerk

When providing copies of unredacted filed documents to any party, you must attach this cover sheet on top of the document or set of documents. Complete item ② to indicate the forms that are attached.

Clerk stamps date here when form is filed.

Instructions to Parties

- When to use this cover sheet:
 - Form CH-165 has been issued by the court
AND
 - You want to file a document or form that includes confidential information (see form CH-165, item 7).
- How to use this cover sheet:
 - Make **two copies** of the documents you want to file.
 - Complete this form, place it on top of the documents (both copies) you want to file, and file them with the court.

Fill in court name and street address:

Superior Court of California, County of

Fill in the case number:

Case Number:**Instructions to Clerk**

1. The court must review and approve a redacted version of documents attached to this cover sheet **before filing**.
2. Once approved by the court, file the redacted version in a public file.
3. File the unredacted version and this cover sheet in a confidential file.

1 Parties in This Case

- a. Person who filed the case:
(Name): _____
- b. Other party or parties:
(Name): _____

2 Information About the Order for Confidentiality

- a. The order was made in (check one):
 - (1) This case.
 - (2) Another civil case:
 - (a) Case number: _____
 - (b) County it was filed in: _____

Attach a copy of the order (form CH-165) if you have one.
- b. Minor protected by confidentiality order:
 - (1) Name: _____
 - (2) Name: _____

Check here if you need more space. Include the information on a separate piece of paper, write "Attachment 2" on the top, and attach it to this form.

3 I have attached two copies of the following documents:

- Form CH-_____
- Other form or document (describe): _____

Date: _____

Type or print your name



Sign your name

Instructions**Who should complete this form?**

Use this form if you want to ask the court to give you information about a minor that has been made confidential in a civil harassment restraining order case. After you file this form with the court, the court will provide a copy of this request to the person who made the request to keep the minor's information confidential. That person will have an opportunity to disagree with your request before the court makes a decision on your request.

What do I do if I received a completed copy of this form?

The person in ② is asking the court for access to information that has been made confidential (see item ③ on page 2 of this form). If you do NOT agree with this request, complete and file *Response to Request for Release of Minor's Confidential Information* (form CH-177), by the deadline listed on form CH-177, item ④.

1 Parties in This Case**a. Protected party (check one)**

- Name of protected party is: _____
 Name of protected party is confidential in this case.

b. Restrained party (check one)

- Name of restrained party is: _____
 Name of restrained party is confidential in this case.

2 My Information

My name is: _____

Organization or business name (if any): _____

Address: _____

City: _____ State: _____ Zip: _____

How do you know the minor? _____

My contact information (optional):

Telephone: _____ Fax: _____

E-Mail Address: _____

Lawyer's information (skip if you do not have a lawyer):

Name: _____

State Bar Number: _____

This is not a Court Order.

DRAFT

12/06/2019

**Not approved by
the Judicial Council**

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:



3 My Request for Release of Minor's Confidential Information

I ask the court for the following confidential information about the minor (*check all that apply*):

- a. Minor's name
- b. Minor's address
- c. Other information about the minor

Describe the confidential information that you want released to you by the court. For example, you can describe where the information is located by providing the form number, page number, and item number where the information is located.

-
- Check this box if you need more space for your answer. You can put the rest of your answer on another sheet of paper. Attach it to this form and write "Attachment 3c" at the top.

4 I Want the Court to Release Information for More Than One Minor

- a. The information I am asking from the court is the **same** for all minors.
- b. The information I am asking from the court is **not** the same for all minors. (*In item ③ make sure to explain what information you want for each minor. If the minor's name was made confidential, use the initials or name used by the court to identify each minor.*)

This is not a Court Order.



5 Reasons I Am Asking the Court for Minor's Confidential Information

To approve your request, the court must find that giving you the minor's confidential information is necessary to either prevent harassment or is in the best interest of the minor.

With that in mind, why should the court give you the minor's confidential information you asked for in item ②?

6 Number of pages attached to this form, if any: _____

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print your name



Sign your name

Date: _____

Lawyer's name, if you have one



Lawyer's signature

This is not a Court Order.

Clerk stamps date here when form is filed.

The court sent you this notice because someone has asked the court to release confidential information about a minor.

You have the right to tell the court if you disagree with the request to release confidential information. You have until the deadline listed below in item ④. For next steps, see instructions on page 2.

DRAFT**12/06/2019****Not approved by
the Judicial Council**

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:**1 Parties in this case**a. Protected Party (*check one*) Name of protected party is: _____ Name of protected party is confidential in this caseb. Restrained Party (*check one*) Name of restrained party is: _____ Name of restrained party is confidential in this case**2 Person asking for minor's confidential information**

Full Name: _____ wants access to information that has been made confidential in this case. To see what information the person wants access to, see *Request for Release of Minor's Confidential Information* (form CH-176), which is included with this notice.

3 Person receiving this notice Minor who made the request to keep information confidential Legal guardian who made the request to keep minor's information confidential**4 Deadline to disagree with request**

The person in ③ has until (*date*) _____ to file a completed

Response to Request for Release of Minor's Confidential Information (form CH-178), with the court clerk. Form CH-178 is included with this notice.



—Clerk's Certificate—

[seal]

I certify that I am not a party to this case and that a true copy of the *Notice of Request for Release of Information* (form CH-177), blank copy of the *Response to Request for Release of Minor's Confidential Information* (form CH-178), *Cover Sheet for Confidential Information* (form CH-175), and a true copy of the *Request for Release of Minor's Confidential Information* (form CH-176) were mailed first class, postage fully prepaid, in a sealed envelope to the person in ③.

- a. Date of mailing: _____
(Instructions to clerk for item 4: The deadline is the first court business day after 20 days from the date of mailing.)
- b. Mailed from the courthouse listed on page 1.
- c. Mailed to the address of person in ③, provided to the court on form CH-160, filed on (date) _____.

Date: _____ Clerk, by _____, Deputy

For person in ③:**Instructions and Information on Next Steps**

Form CH-176 is included with this notice. Take a close look at form CH-176 to see who made the request (item 2) and what confidential information the person wants to access (item 3).

A **blank copy of form CH-178** is also included with this notice. If you do not agree with the request to release confidential information, you must complete form CH-178 and file it with the court clerk by the deadline listed in ④ on page 1 of this form CH-177. You can also find form CH-178 at www.courts.ca.gov/ch-178.pdf.

After the judge makes a decision, you should receive a copy of the judge's order (form CH-179). If you do not receive a copy of *Order on Request for Release of Minor's Confidential Information* (form CH-179), you can contact the court to get a copy.

CH-178**Response to Request for Release of
Minor's Confidential Information** **CONFIDENTIAL** **PUBLIC VERSION (REDACTED)**

Clerk stamps date here when form is filed.

DRAFT**12/06/2019****Not approved by
the Judicial Council****Instructions****When to use this form?**

If someone is asking the court for information about a minor that has been made confidential, you can use this form to let the court know if you agree or disagree with the request.

Who should use this form?

If you are a minor or legal guardian who made a request to keep information confidential.

What do I need to complete this form?

You will need three documents that you should have received with this form:

- Form CH-176, *Request for Release of Minor's Confidential Information*;
- Form CH-177, *Notice of Request for Release of Minor's Confidential Information*; and
- Form CH-175, *Cover Sheet for Confidential Information*.

You will need to give the court form CH-175 and two copies of your completed form CH-178.

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:**(1) Parties in This Case****a. Protected party**

Name: _____

b. Restrained party

Name: _____

(2) Information About the Request to Release Confidential Information

Name of person requesting minor's confidential information

(person listed on form CH-176, item (1)):

This is not a Court Order.

(3) My Information

a. Your name: _____

b. My contact information

① Address where I can receive mail:

This address will be used by the court and other parties in this case to send you notices of court dates and documents. If you want to keep your home address private, you can use another address like a post office box or another person's address if you have their permission. If you have a lawyer, give your lawyer's address and contact information.

Address: _____

City: _____ State: _____ Zip: _____

Lawyer's information (*skip if you do not have one*):

Name: _____

State Bar No.: _____

(4) Do You Agree to the Request to Release Minor's Confidential Information?

a. **No, I do NOT agree to the request** and do not want the court to give any confidential information to the person listed in item ② because: _____

Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper and write "Attachment 4a" for a title.

This is not a Court Order.

- b. **No, to some of the request.** I agree to the person listed in item ② having some information but do NOT want the person to have access to (*check everything that you do NOT want the person in ② to have:*)

- Minor's name
- Minor's address
- Other information about the minor

The reasons why **I do not want the person to have this information** above is: _____

Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper and write "Attachment 4b" for a title.

- c. **Yes, I agree to the request** and want the court to give the person listed in ② all the confidential information they requested on form CH-176.

⑤ Serve the Person Making the Request

You must have your server mail a copy of this form to the person listed in ②. Have your server complete form [POS-030](#) after this form is mailed and file the completed form [POS-030](#) with the court.

- ⑥ I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print your name

► Sign your name

Date: _____

Lawyer's name

► Lawyer's signature

This is not a Court Order.

Clerk stamps date here when form is filed.

 CONFIDENTIAL PUBLIC VERSION (REDACTED)**DRAFT****12/06/2019****Not approved by
the Judicial Council**

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:**Instructions to Clerk**

If item **(3)** is checked, file page 1 in a public file with all confidential information redacted, and discard pages 2–4. If item **(4)** is checked, file the original in a confidential file and a redacted copy in a public file.

**2 Person Asking for Release of Minor's
Confidential Information**

Full Name: _____

The court will complete item **(3) if request is denied or items **(4) – (9)** if request is granted or partially granted.**

Court's Decision

The court makes the following decision:

3 Denied or More Information Is Needed

a. **The court denies the request by the person in **(2)** to release minor's confidential information.**

b. **The court needs more information before making a decision.**

The person in **(2)** must go to court on the date and time below to give more information why the court should release minor's confidential information.

**Court
Date**

→ Date: _____ Time: _____
Dept.: _____ Room: _____

Name and address of court, if different from above:

c. The court will mail a copy of this order to the minor or legal guardian who made the request to keep minor's information confidential.

d. If **(3)** is checked, only page 1 of this order will be issued. All other pages may be discarded.

Date: _____

*Judicial Officer***This is a Court Order.**

4 **Granted**

- a. The request made by the person in **2** is:
 - (1) Completely granted.
 - (2) Partially granted.
- b. The court, on its own motion, releases minor's confidential information as described in **6**.
- c. **Details of the order are stated below in items 5 – 9.**

5 Court's Findings

- a. In granting the request made by the person in **2** the court finds that the:
 - (1) person who made the request to keep minor's information confidential has been properly served and has had sufficient time to respond; and
 - (2) release of the minor's confidential information is (*check at least one*):
 - (A) necessary to prevent harassment.
 - (B) in the minor's best interest.
- b. The court, on its own motion, releases the minor's confidential information as described in item **6** because it is (*check at least one*):
 - (A) necessary to prevent harassment.
 - (B) in the minor's best interest.

6 Release of Confidential Information

- a. The following persons/entities may have access to the information listed in **6** b (*check all that apply*):
 - (1) the person listed in **2**.
 - (2) minor's school and afterschool program.
 - (3) minor's childcare provider (*name*): _____.
 - (4) supervised visitation provider (*name*): _____.
 - (5) other (*name*): _____.

This is a Court Order.

b. This order releases certain confidential information for the following minors:

Minor 1: _____

(use pseudonym if not releasing confidential name)

(1) Minor's name: _____

(2) Minor's address: _____

(3) Other information about the minor:

Minor 2: _____

(use pseudonym if not releasing confidential name)

(1) Minor's name: _____

(2) Minor's address: _____

(3) Other information about the minor:

Minor 3: _____

(use pseudonym if not releasing confidential name)

(1) Minor's name: _____

(2) Minor's address: _____

(3) Other information about the minor:

Check this box if you need more space to include more minors or more information. Attach a sheet of paper and write "Attachment 6b" for a title.

This is a Court Order.

- 7 All other information made confidential by the court and not released with the court's permission must be kept confidential. Any person who misuses or discloses the minor's confidential information **may be sanctioned up to \$1,000 or face other court penalties.**

8 **Service**

- a. The court will send a copy of this order to the person listed in ② and the minor or legal guardian who made the request to keep minor's information confidential.
- b. The person in ② must have a server mail a copy of this order to the minor or legal guardian who made the request for confidential information. Have the server complete and file [Proof of Service by First-Class Mail—Civil \(form POS-030\), after the copy has been mailed.](#)

9 **Other Orders:**

Date: _____

Judicial Officer



Request for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office or go to www.courts.ca.gov/forms.htm for *Request for Accommodations by Persons With Disabilities and Response (form MC-410)*. (Civ. Code, § 54.8.)

—Clerk's Certificate—

Clerk's Certificate

[seal]

I certify that this *Order on Request for Minor's Confidential Information (Civil Harassment Prevention)* (form CH-179) is a true and correct copy of the original on file in the court.

Date: _____ Clerk, by _____, Deputy

This is a Court Order.

When do I use this form?

Complete this form if you want the court to keep information about a minor in a domestic violence restraining order proceeding confidential and not available to the public or the restrained person. If you only want to keep your home address confidential, you may use a mailing address on your other forms rather than using this form.

What if there is information I don't want the restrained person to have?

You can make this request at item ⑧ if you want to ask the court to keep information confidential from the restrained person. If the court grants your request to keep certain information confidential from the restrained person, the information will have to be redacted (whited or blacked out) from all forms before the restrained person gets a copy. But be aware that if the court denies your request, the information may be provided to the restrained person.

Who will see this form?

The public will NOT have access to this form.

The restrained person will have access to the entire form unless the court grants item ⑧ on this form.

Clerk stamps date here when form is filed.

Draft- Not approved by
Judicial Council
12.06.19

Fill in court name and street address:

Superior Court of California, County of _____

Court fills in case number when form is filed.

Case Number: _____

1 Parties in This Case

- a. Person who requested restraining order (form DV-100, item ①):

Full Name: _____

- b. Person from whom protection is sought (form DV-100, item ②):

Full Name: _____

2 Person Making Request for Confidentiality

- a. Full Name: _____

- b. I am:

(1) The minor requesting confidentiality.

(2) The parent legal guardian of the minor or minors listed below.

List all the minors that you are making the request for:

Name: _____

Name: _____

Name: _____

Name: _____

Check here if there are additional minors. Attach a sheet of paper and write "Attachment 2b(2)—Additional Minors" for a title.

This is not a Court Order.

3 Contact Information

- a. Your lawyer (*if you have one for this case*):

Name: _____ State Bar No.: _____

Firm Name: _____

- b. Address (*If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or e-mail.*)

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

4 Requests for More Than One Minor (*ONLY for parents or legal guardians*)

I am making this request for two or more minors.

- a. The information I want confidential (as checked in item ⑤) is the SAME for all minors.
 b. The information I want confidential (as checked in item ⑤) is NOT the same for all minors.

If you checked 4b, make sure you list all the information you want confidential for each minor in ⑤. If you need more space in ⑤, attach a separate piece of paper.

5 Information to Be Kept Confidential from the Public

I want the information checked below to be made confidential and NOT available to the public.

Check ALL that apply:

- a. **Minor's name**

(Note: If your request is granted, the public will not have access to your name in this case, but law enforcement must be given this information.)

- b. **Minor's address**

(Note: You do NOT have to make this request if you use a mailing address that does not need to be kept confidential. Use that mailing address on all forms in this case and any other civil case.)

The address I want kept confidential is: _____

This is not a Court Order.

c. **Information relating to the minor**

(Note: If information relating to the minor is made confidential by the court, the public will not have access to this information but the restrained person must be given the information that is necessary to comply with the restraining order and to respond to the restraining order request. Also, the court may give permission to release confidential information in this case to other people like the minor's childcare provider or school, or anyone who needs the information to protect the minor's best interest or to prevent abuse.)

Describe all information in the documents that will be filed that you want kept confidential.

You may either (check one):

- (1) Attach a copy of form DV-100 or other document that you are filing. Circle all the information you want kept confidential.
- (2) List the information below, identifying the location of the statements in form DV-100 or other document that you are filing.

Location of Information <i>(for example, form #, page #, paragraph #, line #, attachment #, or exhibit #)</i>	Information to Be Redacted <i>(not viewable by the public)</i>
---	--

- (a) _____

- (b) _____

- (c) _____

- (d) _____

Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper, and write "Attachment 5c(2)" for a title.

This is not a Court Order.

6 Reasons for Request

To approve your request in **(5)**, the court must expressly find all of the following:

- The minor's right to privacy overcomes the public's right to access the information;
- There is a substantial probability that the minor's interest will be prejudiced if the information is not kept confidential;
- The order to keep the information confidential is narrowly tailored; and
- No less restrictive means exist to protect the minor's privacy.

Use these four requirements to help you answer the questions below.

- a. Why should the information about the minor provided in item **(5)** be kept private or confidential from the public?

Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper, and write "Attachment 6a" for a title.

- b. What do you think would happen if the information was NOT made private or confidential?

Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper, and write "Attachment 6b" for a title.

This is not a Court Order.



(7) If any portion of the request for confidentiality from the public (item ⑤) is denied, I want to (check one):

- a. **Cancel my request for restraining order**

I ask the court NOT to make a decision on my *Request for Domestic Violence Restraining Order* (form DV-100). I understand that cancelling my request means that I will not receive a restraining order at this time. (*Note: You may file a request on the same or different facts at a later date.*)

- b. **Move forward with my request for restraining order**

I ask the court to make a decision on my *Request for Domestic Violence Restraining Order* (form DV-100). (*Note: Choosing this option means that all of the information in your Request for Domestic Violence Restraining Order (form DV-100) and other related documents and forms will be available to the public and must be seen by the restrained person.*)

(8) Information to Be Kept Confidential from the Restrained Person

(Note: The restrained person must be given information necessary to comply with the restraining order and to respond to the restraining order request.)

I do not want the restrained person to have access to some of the information checked in item ⑤.

- a. What information do you want to be confidential and not given to the restrained person?

(1) Minor's name

(2) Minor's address

(3) Other information relating to the minor from item ⑤ (specify):

Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper, and write "Attachment 8a(3)" for a title.

- b. Why should the information listed in 8a. be kept confidential and not given to the restrained person?

- c. What do you think would happen if the information listed in 8a. is given to the restrained person?

Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper, and write "Attachment 8" for a title.

This is not a Court Order.

- d. If any portion of the request for confidentiality from the restrained person (item ⑧) is denied, I want to:

(1) **Cancel my request for restraining order**

I ask the court NOT to make a decision on my *Request for Domestic Violence Restraining Order* (form DV-100). I understand that cancelling my request means that I will not receive a restraining order at this time. (*Note: You may file a request on the same or different facts at a later date.*)

(2) **Move forward with my request for restraining order**

I ask the court to make a decision on my *Request for Domestic Violence Restraining Order* (form DV-100). (*Note: Choosing this option means that all of the information in your Request for Domestic Violence Restraining Order (form DV-100) must be seen by the restrained person.*)

9 People I Want To Have Access To Confidential Information

(Note: If you want other people to have unredacted copies of restraining order forms in this case, you should complete this item.)

If my request in item ⑤ is granted, I want to be allowed to give the following people/entities:

- (1) minor's school
- (2) minor's childcare provider
- (3) supervised visitation provider
- (4) other

copies of documents this case with the following information:

- (1) minor's name
- (2) minor's address
- (3) information listed in item 5c.

10 Number of pages attached to this form, if any: _____

I declare under penalty of perjury under the laws of the State of California that the information above and on all attachments is true and correct.

Date: _____

Type or print your name

Signature of person making this request

Date: _____

Lawyer's name (if any)

Lawyer's signature

This is not a Court Order.



Can I keep information about a minor confidential?

Yes. In a domestic violence restraining order case, you can ask a judge to make information about a minor confidential. Confidential means that the public is unable to see the information, because the information is kept private. This is important because most papers in your court case are available for the public to see. This means anyone can view information on your papers, including information about a minor. If the judge grants your request, the public will not be able to see the minor's information on your paperwork.

Who can make this request?



Several people can make this request, including a minor's parent or legal guardian.

Any minor protected by a restraining order can make this request, as well. Also, any person, including a minor, who is the accused person in a case may make this request.

A minor can make this request without the help of an adult, depending on the minor's age, though. If the minor is 12 years old or younger, the judge may want an adult to help the minor make this request.

For more information on who can make this request, contact your local self-help center or a lawyer.

What information can I ask the judge to make confidential?

A judge can make any information about a minor confidential. That means that you can ask to make confidential the minor's name, address, any statements about the minor's abuse, or any abuse the minor witnessed.

If you only want to protect the minor's address, you do not have to make this request. Instead, you can use a different address on your restraining order request, such as a mailing address that is not where the minor lives, a P.O. box, or someone else's address. If you use someone else's address, be sure to get their permission first.

Whatever address you use, make sure you will get your mail regularly. This is important, because the address you use is the address the court and other party will use to send you papers for your case.

Does this request cost money?

No, this request is free.

I need an interpreter. How can I get help?



You may use [form INT-300](#) to request an interpreter. Ask court staff for information.

I have a disability. How can I get help?

You may use [form MC-410](#) to request assistance. Contact the disability/ADA coordinator at your local court for more information.

Do I need a lawyer to make this request?

No, but this type of request can be hard to get through on your own. Free help may be available at your local court's self-help center. (See below.)



Where can I find a self-help center?

Find your local court's self-help center at www.courts.ca.gov/selfhelp. Self-help center staff will not act as your lawyer but can give you information to help you decide what to do in your case.

Where can I find other help?

The National Domestic Violence Hotline provides free and private safety tips and help in over 100 languages. Call them at 1-800-799-7233; 1-800-787-3224 (TTY); or visit online at www.thehotline.org.

What do I have to do to make information about a minor confidential?

If you're ready to start the process for this request, go to page 2 to see a checklist of steps you need to complete in order to ask the judge to make information about a minor confidential.

What do I have to do to make information about a minor confidential?

○ Step 1: Complete the forms.

You will need to complete these forms to make your request:

- [Form DV-160](#)
- [Form DV-165](#) (complete items 1 and 2 only)

You can find these forms online at www.courts.ca.gov/forms.

► See tips to complete the forms.

To request a restraining order, you need to complete different forms. See form [DV-505-INFO](#) for a list of forms you need to complete to request a restraining order.



You can use these steps as a checklist.

○ Step 2: Take the forms to your court clerk to file.

Find out which courthouse to take your forms to by calling your local court or searching online at www.courts.ca.gov/find-my-court.htm.

○ Step 3: Understand the judge's order.



The judge will write your orders on [form DV-165](#).

The judge will **grant** or **deny** your request.

► See page 3 for what this means.

○ Step 4: Give court papers to other parties.

In some cases, you will need to have your server give court papers to the other parties in your case. This process is called service.

► See page 4 for tips to complete service.



→ Tips for Step 1: Complete the forms

I only want to protect the minor's address: If you only want to protect the minor's address, you do not have to make this request. See "What information can I ask the judge to make confidential?" on page 1 for more information.

I want to protect multiple minors. Only an adult who is the minors' parent or legal guardian may make a request to protect multiple minors' information.

I want to give the minor's school or other people copies of court orders from this case.

If the court grants your request to make information regarding a minor confidential, you may want to ask the court for permission to give other people copies of certain documents in your case. For example, if the minor's name was made confidential and the restraining order protects the minor, you may want the minor's school to have a copy that is unredacted (shows the minor's name). You can make this request at item 9 on form DV-160.

My right to cancel my restraining order request:

If you are the party asking for the domestic violence restraining order and the judge does not grant your confidentiality request, you have the right to cancel your domestic violence restraining order request.

To have your domestic violence restraining order request canceled, check the box on [form DV-160](#), item 7a, and item 8d(1), if it applies.



If you cancel your domestic violence restraining order request, you will **not** receive a domestic violence restraining order at this time.

If, **after** canceling your domestic violence restraining order request, you want to ask for a domestic violence restraining order based on the same facts, you must start the process over. See [form DV-505-INFO](#) for more information.

► Tips for Step 3:

Understand the judge's order.



Look at [form DV-165](#) to see what the judge decided.

What if the judge granted my request?

Look closely at [form DV-165](#), pages 2–5, to see what information the judge made confidential in your case. If the judge granted your request to keep information confidential, the information the judge decided to keep confidential will not be available to the public. The information will only be available to the parties in the case.

At times, the judge may make information confidential from the other party in your case. If this happens, the judge will complete box 8(b) on [form DV-165](#).

Now, take a close look at item 9 on [form DV-165](#). This tells you who is responsible for redacting the information on your paperwork and deadline for filing it with the court.

Redacting means to hide (whited or blacked out) information so it cannot be seen. If the judge makes you responsible for redacting the information, your local self-help center may be able to help you.

► What if I file documents with the court in the future?

If you file documents with the court in the future, be sure to use [form DV-175](#) as a cover sheet and follow the instructions at the top of the form.

What if the judge did not grant (denied) my request?

This means that if you move forward with your case, the minor's information will not be confidential on your paperwork. This is important because anyone can go to your local courthouse and ask to see the documents you filed in this case.

If the judge does not grant your request, you may have other legal options available to you. Visit your local court's self-help center or talk with a lawyer.

► What if I asked to cancel my restraining order request?

If you checked box 7a or 8d(1) on [form DV-160](#) and the judge denied your request, the paperwork you turned in with this request will not be available to the public, except for page 1 of [form DV-165](#). This includes [form DV-100](#) and any proposed order forms. The court will either return these forms to you, destroy them, or delete them from their records unless you give the court permission to file the forms.

Is there a penalty for disclosing confidential information?

Misusing or giving out confidential information can result in the court ordering you to pay up to \$1,000 or other court penalties. You will not be penalized if you:

- Give information to police to help them enforce the judge's orders, or
- If you are the minor who has claimed abuse.

► Tips for Step 4: Give court papers to all parties in your case.

In some cases, the judge will order you to serve your court papers. Look at [form DV-165](#) to see what the judge decided.



The judge **granted** my request to keep some of the minor's information confidential.

**Your papers must be served.
Follow steps 1–5 below.**

What did the judge decide in your case?

The judge **denied** (did not grant) my request to keep some information confidential. I **canceled** my request for a restraining order and there is **no other issue** in this case for a judge to decide on.

**Your papers do not need to be served.
You may stop here.**

The judge **denied** (did not grant) my request to keep some information confidential. The **case is still open** because there are other issues for a judge to decide on, like divorce or custody.

**If this is your situation, forms DV-160 and DV-165 must be served by mail or in person.
Follow steps 3–5 below.**

○ Step 1: Find out which papers you need to serve.

The judge will check which papers you need to serve to the other parties in your case on [form DV-165](#), item 13.

○ Step 2: Find out whether you need to serve the other parties personally or by mail.

The judge will check how you need to serve your court papers to the other parties in your case on [form DV-165](#), item 13.

If the judge checks item 13a, you will need to have your server personally serve (give) your court papers to the other parties in your case.

If the judge checks item 13b, you will need to have your server mail your court papers.

○ Step 3: Choose a server.

The person who serves your papers is called a server. Your server must be at least 18 years old, not protected by the restraining order, and not involved in your case. **You are not allowed to serve your own court papers.**

! Some situations may be dangerous. Think about people's safety when deciding who you choose to serve your court papers.

A sheriff or marshal will serve your court papers for free. Another option is a process server.

A process server is a business you pay to deliver court papers. To hire a process server, look for "process server" on the internet or in the yellow pages.

○ Step 4: Have your server give your court papers to all parties.

For personal service, give your server your court papers as well as [form DV-200](#).

For service by mail, give your server your court papers as well as [form DV-250](#).

○ Step 5: File proof with the court.

The court needs proof that your papers were served. After your server completes [form DV-200](#) or [form DV-250](#), take it to the court to file in your case.

If the sheriff or marshal served your papers, they may use another form for proof instead of [form DV-200](#). Make sure a copy is filed with the court and that you get a copy.

For more information, read [form DV-200-INFO](#) or ask your local court's self-help center for help.

CONFIDENTIAL PUBLIC VERSION (REDACTED)

Clerk stamps date here when form is filed.

Draft- Not approved by
Judicial Council

12.06.19

(1) Parties in This Case

- a. Person who requested restraining order (form DV-100, item (1)):

Full Name: _____

- b. Person from whom protection is sought (form DV-100, item (2)):

Full Name: _____

Fill in court name and street address:

Superior Court of California, County of _____

(2) Person Making Request for Confidentiality

Full Name: _____

Court will complete item (3) if request is denied or items (4)–(13) if request is granted or partially granted.

Court's Decision

The court has reviewed the request for confidentiality and makes the following decision:

(3) Denied or More Information Needed

- a. DENIED. The request to keep information of a minor or minors confidential is denied.

(1) The court will NOT make a decision on the Request for Domestic Violence Restraining Order (form DV-100). The request for restraining order and proposed order forms must be returned to the requester personally, destroyed, or deleted from electronic files and not filed with the court unless the person requesting the restraining order agrees to file them without any changes.

(2) The court will make a decision on the Request for Domestic Violence Restraining Order (form DV-100). The request for restraining order and any accompanying orders will be filed in the public file.

- b. More information is needed for court decision. You must go to court on the date and time below to provide more information on why you need the court to make information confidential.

Name and address of court if different from above:

Hearing Date

Date: _____ Time: _____
Dept.: _____ Room: _____

- c. If (3) is checked, only this page of this order form will be issued. All other pages may be discarded.

Date: _____

Judge (or Judicial Officer)

Instructions to Clerk

If item (3) is checked, file page 1 in a public file and discard pages 2–5.
File the request for confidentiality (form DV-160) in a confidential file.

This is a Court Order.

Court will complete the rest of this form if the request is partially or fully granted

4 GRANTED

- a. **Granted in full.** The request to keep the information of a minor or minors confidential is granted in full. Details of the order are stated below in items ⑤–⑫.
- b. **Partially granted.** The request to keep the information of a minor or minors confidential is granted only in part. Details of the order are stated below in items ⑤–⑫.

5 Findings

- The court finds all of the following (*all of these findings are required if granting in full or in part*):

 - a. The right to privacy of the minors listed in item ⑥ overcomes the public's right of access to the information;
 - b. There is a substantial probability that the interests of the minors listed in item ⑥ will be prejudiced if the information is not kept confidential;
 - c. The order is narrowly tailored; and
 - d. No less restrictive means exist to protect the privacy of the minors in item ⑥.

6 Minors Subject to This Order

This order protects the information listed in item ⑦ for the following minors:

- a. Name: _____
- b. Name: _____
- c. Name: _____
- d. Name: _____

Check here if there are additional minors. Attach a sheet of paper and write "Attachment 6—Additional Minors" for a title.

References in this order to "the minor" refer to all minors listed here.

7 Information to Be Kept Confidential from Public

WARNING: Unless authorized by the court or by law, if the information listed below is misused or disclosed to anyone other than law enforcement, you may be sanctioned up to \$1,000 or face other court penalties. See Family Code section 6301.5 for the limited situations in which disclosures can be made without a court order.

The following information must be kept confidential and not viewable by the public. (*Check all that apply.*)

- a. **Name of minor**

True name of minor in item ⑥
(to be kept confidential)

Initials viewable by the public
(to be used in redacted version)

This is a Court Order.



b. **Address of minor**

The following addresses of the minors listed in item ⑥ must be redacted and must not be viewable by the public: _____

c. **Information relating to minor (check one):**

- (1) The information CIRCLED in the attached copy of form DV-100 or other document or form is made confidential by this order.
- (2) The information below is made confidential by this order:

Location of Information
*(for example, form #, page #,
paragraph #, line #,
attachment #, or exhibit #)*

Information to Be Redacted
(not viewable by the public)

(a) _____ _____ _____ _____	_____
(b) _____ _____ _____ _____	_____
(c) _____ _____ _____ _____	_____
(d) _____ _____ _____ _____	_____

Check here if there is not enough space for your answer. Put your complete answer on an attached sheet of paper, and write "Attachment 7c(2)" for a title.

This is a Court Order.

- d. Other:

⑧ Information to Be Kept Confidential from the Restrained Person

The restrained person (*full name*) _____ will have access to the following information checked in item ⑦ to comply with the protective order and prepare a response:

- a. All the information, unredacted.
- b. All the information except for the following:

Check here if additional space is needed and include the information on a separate piece of paper, write "Attachment 8b" at the top, and attach to this form.

⑨ Responsibility for Redacting All Forms and Documents

- a. All forms and documents submitted with the request for confidentiality **must be redacted and filed with the court** no later than (*number of court days or date*) _____, by the:
 - (1) Court
 - (2) Person making the request
 - (3) Other: _____
- b. The redacted documents must be filed in a public file, and the unredacted documents must be filed in a confidential file.

This is a Court Order.

(10) People Who May Have Access to Unredacted Court Documentsa. The minor's (*check all that apply*)

- (1) school
- (2) minor's childcare provider
- (3) supervised visitation provider
- (4) other (*name*): _____.

may be given copies of unredacted documents from this case with the following information:

- b. (1) Minor's name
 - (2) Minor's address
 - (3) Minor's information listed in item 7c.
- c. Law enforcement may have access to any information in this case that is necessary to enforce the restraining order.

(11) Court Records and Hearings

The information listed in item 7 must NOT be disclosed by the court in any:

- a. Registers of actions, indexes, court calendars, court transcripts, or minute orders in this case, any family law case, or any civil case with the same parties, in the State of California.
- b. Future court hearings, including any documents introduced during a hearing in this case, any family law case, or any civil case with the same parties, in the State of California.

(12) To All Parties

- a. The information made confidential by this order must NOT be made public in this case, any family law case, or or any other civil case with the same parties.
- b. If you file a document in this case or any case noted above in 12a that includes information listed in item 7, you must attach form DV-175, *Cover Sheet for Confidential Information*, to the front, and include a copy of this order if there is not already one in the case.

This is a Court Order.

(13) To the Person Making the Request for Confidentiality

You must do the following:

- a. Have a copy of each form listed in item (c) below **personally served** on (given to) the restrained person.
(See form DV-160-INFO to find out how to meet this requirement. Personal service is required when the protected person is making this request and when forms DV-100, DV-109 and DV-110 have NOT been served on the restrained person.)
- b. Have a copy of each form listed in item (c) mailed to the:
 - (1) Restrained person
 - (2) Protected person
 - (3) Other: _____
(See form DV-250 to find out how to meet this requirement.)
- c. Forms to serve:
 - (1) Form DV-170, *Notice of Order Protecting Information of Minor*
(Form DV-170 should be the first page with all others stapled behind.)
 - (2) Form DV-100, *Request for Domestic Violence Restraining Order*
 - (3) Form DV-109, *Notice of Court Hearing*
 - (4) Form DV-110, *Temporary Restraining Order*
 - (5) Form DV-160, *Request to Keep Minor's Information Confidential*

Unredacted Redacted (if item 8b on DV-165 is checked)
 - (6) Form DV-165, *Order on Request to Keep Minor's Information Confidential*

Unredacted Redacted (if item 8b on DV-165 is checked)
 - (7) Form DV-175, *Cover Sheet for Confidential Information* (leave blank)
 - (8) Other: _____

Date: _____

Judge (or Judicial Officer)

Instructions to Clerk

1. The originals of all unredacted documents containing the information checked in item 7 must be kept in a confidential file and must NOT appear in any **register of action, calendar, index, minute order, or transcript**.
2. If item 9b is checked, provide the person making this request no more than three certified copies of forms DV-100, DV-109, and DV-110, which must include any information in item 7 but must NOT include any information listed in item 9b. Use form DV-170 as a cover sheet for each set of forms.
3. Any information listed in item 8b must not be available to the restraining person and filed in a confidential file.

This is a Court Order.

Clerk stamps date here when form is filed.

Draft- Not approved by
Judicial Council
12.06.19

1 Confidential Information

The court has made some information in this case confidential.

Details of the Order for Confidentiality are in form DV-165, *Order on Request to Keep Minor's Information Confidential*. Confidential information may be given ONLY to law enforcement to enforce the restraining order (attached form DV-110).

Fill in court name and street address:

Superior Court of California, County of _____

2 Documents Attached to This Notice

The following documents contain confidential information:

- a. Form DV-100, *Request for Domestic Violence Restraining Order*
- b. Form DV-109, *Notice of Court Hearing*
- c. Form DV-110, *Temporary Restraining Order*
- d. Form DV-130, *Restraining Order After Hearing*
- e. Form DV-160, *Request to Keep Minor's Information Confidential*
- f. Form DV-165, *Order on Request to Keep Minor's Information Confidential*
- g. Form DV-175, *Cover Sheet for Confidential Information* (leave blank)
- h. Other: _____

Court fills in case number when form is filed.

Case Number: _____

3 Filing Documents

If you file any document that contains any confidential information in this case, other family law case or other civil case with the same parties, **you MUST also_use form DV-175 as a cover sheet**. See form DV-165, item 7 for all information made confidential by the court.

4 NOTICE TO RECIPIENT:

Unless authorized by the court or by law, if you misuse or disclose the information that is confidential in this case to anyone other than law enforcement you may be sanctioned up to \$1,000 or face other court penalties. See Family Code section 6301.5(c)(2) for the limited situations in which disclosures can be made without a court order.

Instructions to Clerk

When providing copies of unredacted filed documents to any party, you must attach this cover sheet on top of the document or set of documents. Complete item 2 to indicate the forms that are attached.

Clerk stamps date here when form is filed.

Instructions to Parties

- When to use this cover sheet:
 - Form DV-165 has been issued by the court
AND
 - You want to file a document or form that includes confidential information (see form DV-165, item **(7)**).
- How to use this cover sheet:
 - Make **two copies** of the documents you want to file.
 - Complete this form, place it on top of the documents (both copies) you want to file, and file them with the court.

Fill in court name and street address:

Superior Court of California, County of

Fill in the case number:

Case Number:**Instructions to Clerk**

1. The court must review and approve a redacted version of documents attached to this cover sheet **before filing**.
2. Once approved by the court, file the redacted version in a public file.
3. File the unredacted version and this cover sheet in a confidential file.

1 Parties in This Case

- a. Person who filed the case:
(Name): _____
- b. Other party or parties:
(Name): _____

2 Information About the Order for Confidentiality

- a. The order was made in (check one):
 - (1) This case.
 - (2) Another civil/family law case:
 - (a) Case number: _____
 - (b) County it was filed in: _____

Attach a copy of the order (form DV-165) if you have one.
 - b. Minor protected by confidentiality order:
 - (1) Name: _____
 - (2) Name: _____

Check here if you need more space. Include the information on a separate piece of paper, write "Attachment 2" on the top, and attach it to this form.

3 I have attached two copies of the following documents:

- Form DV-_____
- Other form or document (describe): _____

Date: _____



Sign your name

Type or print your name

Instructions**Who should complete this form?**

Use this form if you want to ask the court to give you information about a minor that has been made confidential in a domestic violence restraining order case. After you file this form with the court, the court will provide a copy of this request to the person who made the request to keep the minor's information confidential. That person will have an opportunity to disagree with your request before the court makes a decision on your request.

What do I do if I received a completed copy of this form?

The person in ② is asking the court for access to information that has been made confidential (see item ③ on page 2 of this form). If you do NOT agree with this request, complete and file form DV-178, *Response to Request for Release of Minor's Confidential Information*, by the deadline listed on form DV-177, item ④.

1 Parties in This Case**a. Protected party (check one)**

- Name of protected party is: _____
 Name of protected party is confidential in this case.

b. Restrained party (check one)

- Name of restrained party is: _____
 Name of restrained party is confidential in this case.

2 My Information

My name is: _____

Organization or business name (if any): _____

Address: _____

City: _____ State: _____ Zip: _____

How do you know the minor? _____

My contact information (optional):

Telephone: _____ Fax: _____

E-Mail Address: _____

Lawyer's information (skip if you do not have a lawyer):

Name: _____

State Bar Number: _____

DRAFT**1202/2019****Not approved by
the Judicial Council**

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:**This is not a Court Order.**

3 My Request for Release of Minor's Confidential Information

I ask the court for the following confidential information about the minor (*please check all that apply*):

- a. Minor's name
- b. Minor's address
- c. Other information about the minor

Please describe the confidential information that you want released to you by the court. For example, you can describe where the information is located by providing the form number, page number and item number of where the information is located.

- Check this box if you need more space for your answer. You can put the rest of your answer on another sheet of paper. Attach it to this form and write "Attachment 3c" at the top.

4 I Want the Court to Release Information for More Than One Minor

- a. The information I am asking from the court is the **same** for all minors.
- b. The information I am asking from the court is **not** the same for all minors. (*In item 3 make sure to explain what information you want for each minor. If the minor's name was made confidential use the initials or name used by the court to identify each minor.*)

This is not a Court Order.



5 Reasons I Am Asking the Court for Minor's Confidential Information

To grant your request, the court must find that giving you the minor's confidential information is needed to prevent abuse or is in the best interest of the minor.

With that in mind, why should the court give you the minor's confidential information you asked for in item ②?

6 Number of pages attached to this form, if any: _____

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print your name



Sign your name

Date: _____

Lawyer's name, if you have one



Lawyer's signature

This is not a Court Order.

Clerk stamps date here when form is filed.

The court sent you this notice because someone has asked the court to release confidential information about a minor.

You have the right to tell the court if you disagree with the request to release confidential information. You have until the deadline listed below in item ④. For next steps, see instructions on page 2.

DRAFT**12/06/2019****Not approved by
the Judicial Council**

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:

① Parties in this case

a. Protected Party (*check one*) Name of protected party is: _____ Name of protected party is confidential in this caseb. Restrained Party (*check one*) Name of restrained party is: _____ Name of restrained party is confidential in this case

② Person asking for minor's confidential information

Full Name: _____ wants access to information that has been made confidential in this case. To see what information the person wants access to, see form DV-176, *Request for Release of Minor's Confidential Information*, which is included with this notice.

③ Person sent this notice

 Minor who made the request to keep information confidential Legal guardian who made the request to keep minor's information confidential

④ Deadline to disagree with request

The person in ③ has until (*date*) _____ to file a completed form DV-178, *Response to Request for Release of Minor's Confidential Information*, with the court clerk. Form DV-178 is included with this notice.



—Clerk's Certificate—

[seal]

I certify that I am not a party to this case and that a true copy of the *Notice of Request for Release of Information* (form DV-177), blank copy of the *Response to Request for Release of Minor's Confidential Information* (form DV-178) and *Cover Sheet for Confidential Information* (form DV-175), and a true copy of the *Request for Release of Minor's Confidential Information* (form DV-176) were mailed first class, postage fully prepaid, in a sealed envelope to the person in ③.

- a. Date of mailing: _____
(Instructions to clerk for item 4: The deadline is the first court day after 20 days from the date of mailing)
- b. Mailed from the courthouse listed on page 1.
- c. Mailed to the address of person in ③, provided to the court on form DV-160, filed on (date) _____.

Date: _____ Clerk, by _____, Deputy

For person in ③:**Instructions and Information on Next Steps**

Form DV-176 is included with this notice. Take a close look at form DV-176 to see who made the request (item 2) and what confidential information the person is asking the court to release (item 3).

A **blank copy of form DV-178** is also included with this notice. If you do not agree with the request to release confidential information, you must complete form DV-177 and file it with the court clerk by the deadline listed in ④ on page 1 of this form DV-177. You can also find form DV-178 at www.courts.ca.gov/dv-178.pdf.

After the judge makes a decision, you should receive a copy of the judge's order (form DV-179). If you do not receive a copy of form DV-179, *Order on Request for Release of Minor's Confidential Information*, you can contact the court to get a copy.

CONFIDENTIAL PUBLIC VERSION (REDACTED)DRAFT
12/06/2019**Instructions****When to use this form?**

If someone is asking the court for information about a minor that has been made confidential, you can use this form to let the court know if you agree or disagree with the request.

Who should use this form?

If you are a minor or legal guardian who made a request to keep information confidential.

What do I need to complete this form?

You will need three documents that you should have received with this form:

- Form DV-176, *Request for Release of Minor's Confidential Information*;
- Form DV-177, *Notice of Request for Release of Minor's Confidential Information*; and
- Form DV-175, *Cover Sheet for Confidential Information*. You will need to give the court form DV-175 and two copies of your completed form DV-178.

Not approved by
the Judicial Council

Fill in court name and street address:

Superior Court of California, County of

Court fills in case number when form is filed.

Case Number:

① Parties in This Case**a. Protected party**

Name: _____

b. Restrained party

Name: _____

② Information About the Request to Release Confidential Information

Name of person requesting minor's confidential information

(person listed on form DV-176, item ①): _____

This is not a Court Order.

3 My Information

a. Your name:

b. My contact information

! Address where I can receive mail:

This address will be used by the court and other parties in this case to send you notices of court dates and documents. If you want to keep your home address private, you can use another address like a post office box or another person's address if you have their permission. If you have a lawyer, give your lawyer's address and contact information.

Address:

City: _____ State: _____ Zip: _____

Lawyer's information (*skip if you do not have one*):

Name:

State Bar No.:

4 Do You Agree to the Request to Release Minor's Confidential Information?

- a. **No, I do NOT agree to the request** and do not want the court to give any confidential information to the person listed in ② because: _____

This is not a Court Order.

- b. **No, to some of the request.** I agree to the person listed in item ② having some information but do NOT want the person to have access (*check everything that you do NOT want the person in ② to have*):

- Minor's name
- Minor's address
- Other information about the minor

The reasons why **I do not want the person to have this information** above is: _____

- c. **Yes, I agree to the request** and want the court to give the person listed in ② all the confidential information they requested on form DV-176.

5 Serve the Person Making the Request

You must have your server mail a redacted copy of this form (with no confidential information) to the person listed in ②. Have your server complete form DV-250, *Proof of Service by Mail*, after this form is mailed and file the completed form DV-250 with the court.

- 6 I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print your name

► Sign your name

Date: _____

Lawyer's name

► Lawyer's signature

This is not a Court Order.

Clerk stamps date here when form is filed.

 CONFIDENTIAL PUBLIC VERSION (REDACTED)

DRAFT

12/02/2019

Not approved by
the Judicial Council

(1) Parties in This Case

a. Protected party (check one)

- Name:
 Name is confidential in this case.

b. Restrained party (check one)

- Name:
 Name is confidential in this case.

Fill in court name and street address:

Superior Court of California, County of _____

(2) Person Asking for Release of Minor's Confidential Information

Full Name: _____

The court will complete item ③ if request is denied or items ④ – ⑨ if request is granted or partially granted.

Court's Decision

The court makes the following decision:

(3) Denied or More Information Is Needed

- a. The court denies the request by the person in ② to release minor's confidential information.

- b. The court needs more information before making a decision.

The person in ② must go to court on the date and time below to give more information why the court should release minor's confidential information.

Court Date

→ Date: _____ Time: _____
Dept.: _____ Room: _____

Name and address of court, if different from above:

- c. The court will mail a copy of this order to the minor or legal guardian who made the request to keep minor's information confidential.

- d. If ③ is checked, only page 1 of this order will be issued. All other pages may be discarded.

Date: _____

Judicial Officer

This is a Court Order.

4 **Granted**

- a. The request made by the person in **(2)** is:
 - (1) Completely granted.
 - (2) Partially granted.
- b. The court, on its own motion, releases minor's confidential information as described in item **(6)**.
- c. **Details of the order are stated below in items (5) – (9).**

5 Court's Findings

- a. In granting the request made by the person in **(2)** the court finds that the:
 - (1) person who made the request to keep the minor's information confidential has been properly served and has had sufficient time to respond; and
 - (2) release of the minor's confidential information is (*check at least one*):
 - (A) necessary to prevent abuse.
 - (B) in the minor's best interest.
- b. The court, on its own motion, releases minor's confidential information as described in item **(6)** because it is (*check at least one*):
 - (A) necessary to prevent abuse.
 - (B) in the minor's best interest.

6 Release of Confidential Information

- a. The following persons/entities may have access to the information listed in **(6)** b (*check all that apply*):
 - (1) the person listed in **(2)**.
 - (2) minor's school and afterschool program.
 - (3) minor's childcare provider (*name*): _____.
 - (4) supervised visitation provider (*name*): _____.
 - (5) other (*name*): _____.

This is a Court Order.

b. This order releases certain confidential information for the following minors:

Minor 1: _____

(use pseudonym if not releasing confidential name)

(1) Minor's name: _____

(2) Minor's address: _____

(3) Other information about the minor:

Minor 2: _____

(use pseudonym if not releasing confidential name)

(1) Minor's name: _____

(2) Minor's address: _____

(3) Other information about the minor:

Minor 3: _____

(use pseudonym if not releasing confidential name)

(1) Minor's name: _____

(2) Minor's address: _____

(3) Other information about the minor:

Check this box if you need more space to include more minors or more information. Attach a sheet of paper and write "Attachment 6b" for a title.

This is a Court Order.

- 7** All other information made confidential by the court and not released with the court's permission must be kept confidential. Any person who misuses or discloses the minor's confidential information **may be sanctioned up to \$1,000 or face other court penalties.**

8 **Service**

- a. The court will send a copy of this order to the person listed in **(2)** and the minor or legal guardian who made the request to keep the minor's information confidential.
- b. The person in **(2)** must have a server mail a copy of this order to the minor or legal guardian who made the request for confidential information. Have the server complete and file form [DV-250, Proof of Service by Mail](#), after the copy has been mailed.

9 **Other Orders**

Date: _____

Judicial Officer



Request for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk's office or go to www.courts.ca.gov/forms.htm for *Request for Accommodations by Persons With Disabilities and Response* ([form MC-410](#)). (Civ. Code, § 54.8.)

—Clerk's Certificate—

Clerk's Certificate
[seal]

I certify that this *Order on Request for Minor's Confidential Information* is a true and correct copy of the original on file in the court.

Date: _____ Clerk, by _____, Deputy

This is a Court Order.