

**Mail:**  
Juvenile Services Division  
1401 NE 68<sup>th</sup> Avenue, Portland, OR, 97213

*Expect information within 3-4 Weeks  
Please print all information clearly  
Contact 503-988-3460 with Questions*

## **Juvenile Police Report Request**

### **Step 1 (Requestor to fill out)**

Name (Requesting Party): \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Company Name

(if applicable) \_\_\_\_\_

Phone #: \_\_\_\_\_

Email : \_\_\_\_\_

address: \_\_\_\_\_

Relationship to Juvenile/Victim/Alleged Victim listed in police report:

\_\_\_\_\_

Reason police report is being requested: (use back of form if needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **To save the Juvenile Police Report Request**

- Download PDF
- Fill out page 1 of 3
- select [Ctrl] P on PC / Command P on Mac
- Make sure the desired printer is in the Printer display

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## **Step 2 (Juvenile Department action) - OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Name: \_\_\_\_\_

Current open case: Yes\_\_ No\_\_ Date Forwarded to the DA's office: \_\_\_\_\_

## **Step 3 (DA's Office action) - OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Name: \_\_\_\_\_

Investigation is active BUT NO clear need to delay Yes\_\_ No\_\_

disclosure: Investigation is NOT ACTIVE: Yes\_\_ No\_\_

Date forwarded to Clerks Office: \_\_\_\_\_

## **Step 4 (Clerk's Office action) - OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Name: \_\_\_\_\_

Entered event information into Odyssey \_\_\_\_\_

Date forwarded to Judge: \_\_\_\_\_

Due date for Judge/Referee: (T+4) \_\_\_\_\_

## **Step 5 (Judge action) - OFFICE USE ONLY**

**Approved:** \_\_\_\_\_

**Denied:** \_\_\_\_\_

Judge/Referee Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## **Step 6 (Clerk's office action) - OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Name: \_\_\_\_\_

Date event entered into Odyssey: \_\_\_\_\_ Date returned to JSD: \_\_\_\_\_

*Copies to: DA, Defense Attorney, Juvenile Department, Case File*

## **Requesting a Police Report involving a Juvenile**

### **How do I request a copy of a police report which involves a juvenile?**

- Complete the attached juvenile police report request form and **hand deliver, mail, fax or email** it to the Multnomah County Juvenile Services Division. Call their office at 503-988-3460 – ask for Juvenile Services Department if you have any questions.
- The request will normally be processed in 3 to 4 weeks

**Attention Juvenile Records**

**1401 NE 68th Avenue**

**Portland, OR 97213**

**Fax: 503-988-3218**

**Email: [JCJDOCS@MULTCO.US](mailto:JCJDOCS@MULTCO.US)**