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HEALTH AND HUMAN SERVICES AGENCY
CHILD AND FAMILY WELL-BEING DEPARTMENT
8965 BALBOA AVENUE, SAN DIEGO, CA 92123-1507
MAIL STOP W-473
(858) 616-5811 • FAX (858) 616-5908

ALFREDO GUARDADO, MSW
DIRECTOR

**Request for San Diego County Child and Family Well-Being
(CFWB)-Office of Child Safety (OCS) Records- Senate Bill 413 (Section 827 of the WIC Code)**

Date of Request:

Requestor: <name, title, address & phone number>

CFWB Case Number (if known):

File Date of Civil Action:

Civil Case Name & Number:

Civil Action Against: Juvenile Probation CFWB

Purpose of Request:

Record for child (birth name): AKA's/Maiden name DOB

County of birth/other counties resided in:

Child(ren)'s birth/adoptive mother (CFWB-OCS records are filed by mother), name: , DOB

Welfare and Institutions Code 827 (a)(1)(W)

(i) An attorney representing a party in a civil action or in a government claim filed pursuant to Part 3 (commencing with Section 900) of Division 3.6 of Title 1 of the Government Code, in which a local agency, child welfare agency, or probation department, or an employee of one of those entities, when the employee is acting in their official capacity, is a party, for use in the civil action or government claim.

(ii) Information from a juvenile case file that is received pursuant to this subparagraph may only be used in connection with a civil action or government claim and shall not be disseminated to anyone other than the court, the parties, counsel for the parties, and those assisting counsel for the parties without the prior approval of the juvenile court.

(iii) An attorney in possession of records from a juvenile case file obtained pursuant to this subparagraph shall destroy the records upon the conclusion of the civil action or government claim, whichever is later.

(iv) Any portion of a juvenile case file that is received pursuant to this subparagraph that is submitted to the court or attached to pleadings in a civil action shall be filed under seal, unless the judicial officer presiding over the civil matter rules otherwise.

In terms of records you are seeking; please check the choices most applicable to the needs of your client and the dates or approximate dates of the information (e.g. date of specific incident):

- Investigation Documents: Emergency Response Referral Document (ERD), Delivered Service Log (DSL), and Investigative Narrative <list date(s)>
- Case Documents: DSL, Court Reports, Case Notes, Case Plans <list date(s)>
- Assessments: Structured Decision Making (SDM), Commercially, Sexually, Exploited Children (CSEC) tool, <list date(s)>
- Pre/Post Adoption records (if applicable):
- Other (Please Explain)

NOTE: Upon providing this request form, additional proof must be provided that you are an attorney representing a party in a civil action established by filing a notice of appearance, a substitution of attorney form, or by providing documentation showing signed pleadings, motions, and court documents on behalf of your client.

Submit request form and documents to cfwblegalservices.hhsa@sdcounty.ca.gov

If you have any questions, please call Legal Support Services at (858) 616-5950

CFWB Staff Use Only:

- Records located/Sent for processing
- No records located based on information provided
- Not eligible to receive records based on information provided

Notes: