

**MADERA COUNTY SUPERIOR COURT
STATE OF CALIFORNIA**

**PETITION TO INSPECT AND OR OBTAIN
COPIES OF ADOPTION RECORD (FC§9200)
PACKET**

Read the enclosed instructions carefully before filling out your forms. The attached forms should be typed or completed in blue or black ink, neatly and clearly.

Material prepared and/or distributed by the Superior Court Clerk's Office is intended for informational and educational purposes ONLY. Such material is NOT intended to be and IT IS NOT LEGAL ADVICE as to your specific case. It is not intended to take the place of competent legal advice from an attorney. You are strongly advised to seek the advice of a licensed attorney before starting or completing your case in order to protect valuable legal rights that you may have and of which you may be unaware of. Please contact a competent attorney of your choice. The Clerk's Office cannot give legal advice.

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

IMPORTANT INFORMATION!

Pursuant to Family Code Section 9200(a):

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

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

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

SUPERIOR COURT OF CALIFORNIA • COUNTY OF MADERA

Juvenile Division

200 South G Street

Madera, CA 93637

PH: (559) 416-5580 FAX: (559) 673-0542

Hon., Dale J. Blea - Presiding Judge
Hon. Ernest J. LiCalsi- Asst. Presiding Judge

Adrienne Y. Calip - Court Executive Officer
Amy Downey - Asst. Court Executive Officer

REQUEST FOR RECORDS SEARCH – JUVENILE DIVISION

BE ADVISED: Photo Identification is REQUIRED on ALL Juvenile record searches.

FEES:

\$15.00 Search Fee: To search records or files, for each search longer than 10 minutes.

\$0.50 Copy Fee: Fee is per side, will be charged for each copy requested.

\$40.00 Certified Copy Fee: Will be charged for each certified copy requested

1. Purpose of Request: _____

2. Records to be searched:

- Juvenile Dependent
Adoption
Civil, Family Law

- Juvenile Delinquency
Education Code
Criminal

3. Search Information:

Indicate year(s) to be searched: _____
Court Case(s)#: _____
Date of Violation(s): _____
Name(s)/A.K.A.'s: _____
Date of Birth(s): _____
Violation(s): _____
Additional Information: _____

4. Requesting Parties Information:

Name: _____

Contact Number: _____

Date: _____

Signature

Note: 1) If case number(s) are provided, the request may be processed at the time of submission.
2) If case number(s) are not provided, your request will take two (2) weeks to process.
3) Please contact this office after the two (2) week period regarding the results of the record search.

ATTORNEY OR PARTY WITHOUT ATTORNEY (<i>Name, state bar number, and address</i>) TELEPHONE NO: _____ FAX NO.: _____ E-MAIL ADDRESS (<i>optional</i>): _____ ATTORNEY FOR (<i>Name</i>): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF MADERA Juvenile Division 200 South G Street Madera, CA 93637	
In the Matter of the Petition of Adoption of:	
PETITION TO INSPECT AND OR OBTAIN COPIES OF ADOPTION RECORD (FC §9200)	CASE NUMBER:

THIS FORM IS TO BE USED TO PETITION THE COURT TO INSPECT OR COPY ADOPTION RECORDS OF THE MADERA COUNTY SUPERIOR COURT. PURSUANT TO FAMILY CODE SECTION 9200, THE COURT IS REQUIRED TO DELETE THE NAME OF THE CHILD'S BIRTH PARENTS OR ANY INFORMATION TENDING TO IDENTIFY THE CHILD'S BIRTH PARENTS FROM THE DOCUMENT OR COPIES PRIOR TO RELEASE.

I am the Petitioner and submit the following:

1. My name is: _____
2. My mailing address is: _____
3. My residence address is: _____ County of: _____
4. My telephone number is: _____
5. My birth date is: _____
6. I am now _____ years old.
7. I am informed that an adoption proceeding related to _____ (*adoptee*) was completed in the County of Madera, on or about _____ by _____ (*adopting parents*).

8. (*Family Code 9200*) I request permission to inspect the records and or obtain copies of the records contained in the court file relating to the adoptee _____, for the following reasons:
(Family Code 9200 requires a showing of exceptional circumstances and good cause approaching the necessitous.)

(Attach additional pages if needed)

9. For the reason stated, I request permission to obtain to inspect all of the following document(s):

- Adoption Petition
- Relinquishment/Consent
- Adoption Agreement
- Adoption Order
- Report to the court from any investigating agency
- Other:

10. Attached is a copy of a government issued current photographic identification card of the petitioner.

I request an order of the Superior Court as required by Family Code section 9200 with respect to the records relating to the above proceeding.

Date: _____

(Signature of Petitioner)

VERIFICATION

I am the petitioner in the above matter. I have read this petition and I know and understand what it states. I declare that the petition is true based upon my own personal knowledge, except as to those matters where it is stated to be based upon my information and belief, and as to those matters, I believe them to be true.

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

Date: _____

(Signature of Petitioner)

CALIFORNIA FAMILY CODE 9200**Confidentiality of records; Certificate of adoption**

(a) The petition, relinquishment or consent, agreement, order, report to the court from any investigating agency, and any power of attorney and deposition filed in the office of the clerk of the court pursuant to this part is not open to inspection by any person other than the parties to the proceeding and their attorneys and the department, except upon the written authority of the judge of the superior court. A judge of the superior court may not authorize anyone to inspect the petition, relinquishment or consent, agreement, order, report to the court from any investigating agency, or power of attorney or deposition or any portion of any of these documents, except in exceptional circumstances and for good cause approaching the necessitous. The petitioner may be required to pay the expenses for preparing the copies of the documents to be inspected.

(b) Upon written request of any party to the proceeding and upon the order of any judge of the superior court, the clerk of the court shall not provide any documents referred to in this section for inspection or copying to any other person, unless the name of the child's birth parents or any information tending to identify the child's birth parents is deleted from the documents or copies thereof.

(c) Upon the request of the adoptive parents or the child, a clerk of the court may issue a certificate of adoption that states the date and place of adoption, the child's birth date, the names of the adoptive parents, and the name the child has taken. Unless the child has been adopted by a stepparent, the certificate shall not state the name of the child's birth parents.

(Amended by Stats. 2002, Ch. 784, Sec. 114. Effective January 1, 2003.)

<p align="center">SUPERIOR COURT OF CALIFORNIA • COUNTY OF MADERA Juvenile Department 200 South G Street Madera, CA 93637 (559) 416-5580</p>	<p align="center"><i>FOR COURT USE ONLY</i></p>
<p>In the Matter of the Petition of Adoption of:</p>	
<p align="center">ORDER TO INSPECT AND OR OBTAIN COPIES OF ADOPTION RECORD (FC §9200)</p>	<p>CASE NUMBER:</p>

The Court, having read and considered the verified petition and record find that good and compelling cause exist now makes the following ORDER:

GRANTED The Petitioner has provided sufficient facts to establish good cause approaching the necessitous for release. The clerk of the Court is ordered to copy the following documents and release them to the Petitioner. Prior to release, the Clerk of the Court shall delete the name of the child's birth parents or any other information tending to the child's birth parents from the documents.

Documents to be copied and released to the Petitioner:

- Adoption Petition
- Relinquishment/Consent
- Adoption Agreement
- Adoption Order
- Report to the court from any investigating agency
- Other: _____.

DENIED The Petitioner has not provided sufficient facts to establish good cause approaching the necessitous for release.

OTHER:

SO ORDERED.

Date:

_____ HONORABLE JUDGE

COURT REPORT OF ADOPTION

NO ERASURES, WHITEOUTS, PHOTOCOPIES,
OR ALTERATIONS

STATE FILE NUMBER _____

LOCAL REGISTRATION NUMBER _____

TYPE OR PRINT CLEARLY IN BLACK INK ONLY

PART I **The information provided in this section must be the information as it was at birth. Without this data, it may be impossible to prepare a new Certificate of Birth.**

FACTS OF BIRTH	1A. NAME OF CHILD—FIRST		1B. MIDDLE	1C. LAST (BIRTH)		
	2. SEX	3. DATE OF BIRTH—MM/DD/CCYY	4. NAME OF PHYSICIAN (OR ATTENDANT, CERTIFIER, OR OTHER PERSON WHO ATTENDED THIS BIRTH)			
	5A. PLACE OF BIRTH—NAME OF HOSPITAL OR FACILITY		5B. CITY	5C. STATE OR COUNTRY		
PARENTS' DATA	6A. FULL NAME OF PARENT—FIRST		6B. MIDDLE	6C. LAST (BIRTH)		6D. RELATIONSHIP <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> PARENT
	7A. FULL NAME OF PARENT—FIRST		7B. MIDDLE	7C. LAST (BIRTH)		7D. RELATIONSHIP <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> PARENT

PART II **Adoptive parents must furnish personal information about themselves as it was on the child's date of birth. This information is used to prepare the new Certificate of Birth.**

PARENT INFORMATION	CHECK THE APPROPRIATE BOX: ADOPTIVE PARENT <input type="checkbox"/> BIOLOGICAL PARENT <input type="checkbox"/>				
	8A. NAME OF PARENT—FIRST		8B. MIDDLE	8C. LAST (BIRTH)	
	9. STATE/FOREIGN COUNTRY OF BIRTH			10. DATE OF BIRTH—MM/DD/CCYY	
PARENT INFORMATION	CHECK THE APPROPRIATE BOX: ADOPTIVE PARENT <input type="checkbox"/> BIOLOGICAL PARENT <input type="checkbox"/>				
	11A. NAME OF PARENT—FIRST		11B. MIDDLE	11C. LAST (BIRTH)	
	12. STATE/FOREIGN COUNTRY OF BIRTH			13. DATE OF BIRTH—MM/DD/CCYY	
<p>14. PLEASE CHECK ONE</p> <p>I want the original birth certificate sealed, and a new birth certificate established. <input type="checkbox"/></p> <p>Pursuant to Health and Safety Code Section 102640, I choose not to have a new birth certificate established. <input type="checkbox"/></p>					<p>15. Do you want the name and address of the hospital or other facility where the birth occurred omitted from the new birth certificate as provided for in Section 102645 of the Health and Safety Code? (PLEASE CHECK ONE)</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
VERIFICATION OF PART II	16. SIGNATURE OF PARENT VERIFYING DATA IN PART II		17. MAILING ADDRESS OF PARENT VERIFYING DATA IN PART II		
AGENCY OR DEPARTMENT	18A. NAME OF AGENCY OR DEPARTMENT		18B. MAILING ADDRESS OF AGENCY/DEPARTMENT THAT INVESTIGATED/HANDLED THE ADOPTION		
ATTORNEY	19A. SIGNATURE AND PRINTED NAME OF ATTORNEY		19B. MAILING ADDRESS OF ATTORNEY		

PART III **The court clerk must obtain as much information as is available to complete Parts I and II before completing Part III and forwarding the record and Court Order/Final Decree to the State Registrar as required by law.**

COURT CLERK	20. I HEREBY CERTIFY THAT THE INDIVIDUAL DESCRIBED ABOVE WAS ADOPTED BY THE ABOVE NAMED ADOPTIVE PARENTS ON THE _____ DAY OF _____, 20_____, AS SET FORTH IN THE DECREE OF ADOPTION MADE ON THAT DATE IN CASE NUMBER _____				
	21A. NEW NAME AS SET FORTH IN THE DECREE OF ADOPTION - FIRST		21B. MIDDLE	21C. LAST	
	22. SIGNATURE AND SEAL OF COURT CLERK			BY:	
	23. CLERK IN AND FOR THE COUNTY OF:		24. DATE SIGNED—MM/DD/CCYY	25. DATE PETITION FOR ADOPTION FILED—MM/DD/CCYY	
NAME AND MAILING ADDRESS OF PERSON TO WHOM CERTIFIED COPY IS TO BE SENT	NAME			EMAIL ADDRESS	
	ADDRESS—Street and Number		CITY, STATE, ZIP CODE		DAYTIME TELEPHONE NUMBER ()

GENERAL INFORMATION

The Court Clerk shall complete and transmit a court report of adoption to CDPH - Vital Records for each decree of adoption granted by any court in the State of California.

CDPH - Vital Records shall transmit court reports of adoptions for births that occurred in another state, the District of Columbia, any territory of the United States, or Canada to the appropriate registration authority.

The information contained in Part I and Part II of this certificate is required in order to identify and seal the original birth certificate and prepare a new birth certificate. Once the original birth certificate is sealed, it is only available upon order of a Superior Court.

INSTRUCTIONS

The agency or department handling the adoption should fill out Parts I and II, but the Court Clerk may complete any incomplete items in Part I or Part II from the information furnished in the court record.

When requested by the adoptive parents, the CDPH - Vital Records shall *not* establish a new birth certificate for the child. (Health & Safety Code Section 102640.) The adoptive parents should indicate in Item 14 whether they DO want a new birth certificate established (by checking the "Yes" Box) or whether they DO NOT want a new birth certificate established (by checking the "No" Box).

The adoptive parents may request CDPH – Vital Records to omit the specific name and address of the hospital or other facility where the birth occurred by checking the "Yes" Box in Item 15. (Health & Safety Code Section 102645.)

A deceased spouse of an adopting single parent can be listed on the new birth certificate if both adopting parents were in the home at the time of the initial placement of the child for adoption. Refer to Health & Safety Code Section 102660 for additional requirements.

One of the adopting parents should verify the information in Part II, sign in Item 16, and enter his or her mailing address in Item 17. The name and address of the agency or department and the attorney handling the adoption should be entered in Items 18 and 19.

The applicable fee shall be paid to the Court Clerk at the time of filing the petition in an adoption proceeding for the services required by statute of the State Registrar. (Health & Safety Code Section 103730.)

For cases in which the petition for adoption was filed on or after January 1, 1972, and the individual was born in California or a foreign country, a certified copy of the new birth record will be furnished without additional fee as provided in Health & Safety Code Section 102710.

For adoptions that occurred prior to January 1, 1972, or in another state, a fee must be submitted for processing the new birth certificate, which includes one certified copy.

Additional certified copies may be obtained from CDPH – Vital Records, but there is an additional fee for each additional certified copy requested. Please contact CDPH – Vital Records for the current fees, or visit our website at www.cdph.ca.gov. Please do not order additional copies until you have reviewed the original copy for accuracy. The mailing address for CDPH – Vital Records is:

California Department of Public Health
Vital Records - Amendments - MS 5105
P.O. Box 997410
Sacramento, CA 95899-7410