

JUVENILE COURT PROGRAM
PUBLIC RECORDS NOTICE

The Juvenile Court Program provides delinquency intake services and short term placement or supervision of juveniles. The programs in the department include the: Juvenile Reception Center, Detention Home, Shelter Home, and Home Detention Program. Many of the records in the department are exempt or limited from disclosure under Wis. Statutes Chapters 938 and 48 and department policy.

The department has designated a Custodian of Public Records in order to meet its obligations under State public records laws. Members of the public may obtain access to the department's public records, or obtain copies of these records, by making a written request of the department's Custodian of Public Records during the department's office hours of Monday through Friday, 8:00 a.m. to 4:30 p.m. In order to ensure timely responses, it is our departments policy to require written open records requests – we cannot accept email requests. Refer to JRC policy C-2 for further details and exceptions. Such requests should be made to:

Mr. John Bauman
Juvenile Court Administrator
210 Martin Luther King Jr. Blvd. Room 200
Madison WI 53703

The Department may bill requesters \$.25 for each copy made. Requests which exceed a total cost of \$5.00 may require prepayment. Requesters appearing in person may be asked to make their own copies, or the Department may make copies for requesters at its discretion. If copies are mailed to the requester, actual costs may be billed to the requester. All requests will be processed as soon as practicable and without delay.

John Bauman
Juvenile Court Administrator

March 4, 2009