

Release of Information (ROI)

Please review the attached Chief Justice Directive (CJD) 05-01 Addendum E before completing this ROI. Incomplete ROI's will not be accepted. The ROI **must** be signed.

1. I, \_\_\_\_\_ (name), \_\_\_\_\_ (date of birth), have access to non-public information contained in \_\_\_\_\_ (case number), because:

- ☐ I am a party to the case.  
☐ Other: \_\_\_\_\_

2. I authorize \_\_\_\_\_ (name), \_\_\_\_\_ (date of birth) to receive copies of the following documents from the case indicated above:  
*(Certain items must be specifically listed below to be released. Please review CJD 05-01 Addendum E for more information).*


3. The authorized party in paragraph two above is:  
☐ an attorney whose registration number is: \_\_\_\_\_.  
☐ not an attorney.

4. This Release of Information expires on \_\_\_\_\_ (for HIPPA requests only)

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(month) (year)

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(date)

## **Addendum E**

### CONTENTS OF RELEASE OF INFORMATION TO OBTAIN COURT RECORDS

A release of information (ROI) obtained by the requestor from a party and presented to the custodian to obtain court records which the party would be permitted to access but which are otherwise not accessible by the public pursuant to this policy, federal statute or regulation, state statute, or court rule must, at a minimum, specifically request the items listed below, if applicable. A general release will not suffice.

Unless the ROI is presented by an attorney, as provided in Section 4.60(g) of CJD 05-01, certain types of personal identifying information shall be redacted by the custodian **unless the information is personal to the party from whom the requestor obtained the ROI.**

Any request for drug or alcohol treatment records, including but not limited to treatment documents, evaluations, test results, and reports, must comply with the requirements of 42 C.F.R. Part 2 (Confidentiality of Substance Use Disorder Patient Records). Likewise, any request for medical or mental health records must comply with the Health Insurance Portability and Accountability Act ("HIPAA") regulations in 45 C.F.R. Parts 160 and 164.

Unless the Release of Information is presented by an attorney, the following shall *not* be provided by the custodian pursuant to an ROI unless the information is personal to the party that signed the ROI:

- (1) Application for Public Defender, Court Appointed Counsel, or Guardian Ad Litem (JDF 208) or Juvenile Delinquency Application for Public Defender (JDF 219) and supporting documents
- (2) Birth certificates, except as provided in Title 19, C.R.S.
- (3)
- (4) Credit reports
- (5) Domestic Relations:
  - i. Financial Statements/Financial Affidavits;
  - ii. Financial Documents;
- (6) Driver license numbers
- (7) Driving history or driving record reports provided from the Department of Revenue
- (8) Drug/alcohol treatment documents, evaluations, test results, and reports
- (9) Evaluations and reports filed by Child and Family Investigator (§14-10-116.5, C.R.S.); Child's Legal Representative (§14-10-116, C.R.S.); or relating to the Allocation of Parental Responsibilities (§14-10-127, C.R.S.)
- (10) Financial account numbers
- (11) Genetic testing information
- (12) HIV/AIDS testing information
- (13) Medical and mental health documents prepared by a medical or mental health provider

- (14) Medical marijuana registry application or card
- (15) Paternity tests
- (16) Personal identification numbers (e.g., passport, student ID, state ID (“SID”), etc.)
- (17) Presentence reports (PSIR), including attachments, updated PSIRs, and alcohol evaluation reports, provided by probation to the court
- (18) Probation chronological records (narratives)
- (19) Psychological and intelligence test documents
- (20) Scholastic achievement data on individuals
- (21) Social Security Numbers (“SSN”), including partial SSNs
- (22) Tax Identification Numbers

The following are available for release *if* specifically listed on the ROI:

- a. Child abuse investigation reports
- b. Domestic Relations Cases:
  - i. Memoranda of Understanding;
  - ii. Parenting Plans;
  - iii. Qualified Domestic Relations Orders;
  - iv. Separation Agreements; and
  - v. Evaluations and Reports filed by Child and Family Investigator (§14-10-116.5, C.R.S.); Child’s Legal Representative (§14-10-116, C.R.S.); or relating to the Allocation of Parental Responsibilities (§14-10-127, C.R.S.)