

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

Lonnell Matthews, Jr.  
Juvenile Court Clerk



Juvenile Justice Center  
100 Woodland St.  
Nashville, TN 37213  
615-862-7980

REQUEST TO REVIEW OR COPY A JUVENILE FILE

Re: \_\_\_\_\_ File #: \_\_\_\_\_ dob: \_\_\_\_\_

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

Relationship to Case: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Reason for Inspection: \_\_\_\_\_

**In accordance with Rule 33 and TCA 37-1-153, I make oath the reasons stated above are true and my interest in this proceeding are legitimate. I swear or affirm, under the penalty of perjury, that the information provided in this request is true for the purpose(s) stated herein.**

**Requests for file to be viewed shall be made in advance and must be at least 4 days prior to any court date.**

**All files will be made available for viewing at the Juvenile Court Clerk's Office at 100 Woodland St.**

**File review appointment times will be made during the hours of 8:30am & 3:00pm.**

**No appointments will be made during lunch hours (11-2) unless absolutely necessary.**

**Unless you are appointed on a case, you will be charged 50 cents per copy.**

**Appointed Attorneys will be charged 10 cents per copy.**

**All attorneys must be retained by one of the parties to view the file.**

**Certain information in the file may require a court order to view.**

**Once we receive the file a member of our staff will contact you to set an appointment date & time.**

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

Deputy Clerk Signature: \_\_\_\_\_

File was reviewed and returned:  In Order  Out of Order

File was copied and returned:  Viewer  Clerk Employee

Signature: \_\_\_\_\_