

INSTRUCTIONS FOR COMPLETING DEFENDANT'S/JUVENILES REQUEST TO RELEASE SEALED RECORDS

HEADING

- a. Check the box next to what kind of case this is.

a. Type of Case - Check only one: County or District Court Juvenile Court
The items in this box will not print on your form

- b. Choose the type of court (County or District) from the drop down box below the first blank.

1. This is the county where the sealed record you want released can be found.

- c. Choose the county in the drop down box below the second blank.

b. IN THE _____ COURT OF _____ COUNTY, NEBRASKA
Choose the court Choose the county c.

NOTE: These check boxes and names will NOT print on your completed form.

- d. In County or District Court Cases: Enter your first, middle, and last names. You are the defendant.

- e. In Juvenile Cases: Enter your first, middle and last names. You are the juvenile.

d. STATE OF NEBRASKA, Plaintiff,
vs. _____, Defendant.
e. IN THE INTEREST OF _____, Juvenile.

- f. Enter the case number of the case in which you are requesting the sealed records to be released.

f. Case No. _____

BODY OF THE REQUEST

- g. In the blank following "I" enter your name.

g. I, _____, request that
case be released to:

- h. Check the box of who the copies are to be released to.

h. Myself; or

(name of person to receive sealed records)

(address of person to receive sealed records)

- If you check the box for someone else to get the copies, provide their name and address. NOTE: if that other person is going to pick up the copies, they will have to provide valid identification before the records can be released to them.

i. Check the box for either the "entire case file" or "following documents."

i. The entire case file, or
 The following document(s) (please be specific)

o. If you check for just some of the documents, be specific about what you are asking for. You can list them on the lines provided.

j. Check the box for who is paying for the copies.

1. If you are paying, check the box indicating who you are authorizing the copies to be sent to.

j. I am paying the cost of released copies.

1. Those copy(ies) authorized for release can be mailed to the party at the address specified above.
 Those copy(ies) authorized for release can be mailed to me at the address specified in the signature block on the next page.

The person to whom the documents are released will pay for and pick up the copies.

FINAL SIGNATURE

DO NOT SIGN UNTIL YOU ARE BEFORE A NOTARY PUBLIC.

k. Enter the date.

l. Print your name.

m. Enter your street address or P.O. Box.

n. Enter the city, state, and zip code of your address.

o. Enter your telephone number with area code.

p. Enter your email address (if any).

l. Signature: _____ Date: _____ k.

o. Printed Name: _____ m.

Street Address/P.O. Box: _____ n.

City/State/ZIP Code: _____

Telephone Number: _____ p.

*Email address: _____

- r. Carefully read the statement
 - i. IF you check the box, you must give the reason you don't have the ability to receive emails on the line provided.
 - ii. If this is being completed by an attorney, enter the Bar Number

i.

*Nebraska Supreme Court Rule § 2-208 requires individuals who are not attorneys and representing themselves to provide their email address. The court will use the email address to send notices from the court about this case **except** for items that require another type of service as directed by statute or Nebraska Supreme Court Rule.

If you no longer have email capability or if your email or other contact information changes, you must complete a [Change of Contact Information Form](#).

By checking this box, I am letting the court know that I do not have the ability to receive emails. The reason I cannot receive email is: _____

ii.

VERIFICATION

This form must be signed and sworn to in the presence of a Notary Public.

In the presence of a Notary Public, sign your name and swear under oath that everything in the application and affidavit is a true statement.