



**LUZERNE COUNTY
DEPARTMENT OF PROBATION SERVICES
JUVENILE DIVISION
PENN PLACE BLDG., SUITE 329
20 N PENNSYLVANIA AVE.
WILKES BARRE, PA 18701-3507
(570) 825-1552**

DATE: _____

TO WHOM IT MAY CONCERN:

RE: INSPECTION OF JUVENILE FILE/RECORDS REQUEST

DISSEMINATION OF JUVENILE RECORD INFORMATION WILL BE PROCESSED IN ACCORDANCE WITH EXISTING LAWS.

BE ADVISED, ONCE INSPECTION REQUEST IS RECEIVED AND APPROPRIATE DOCUMENTS FILED, REQUESTS WILL BE PROCESSED.

IF JUVENILE RECORD OCCURRED **PRIOR** TO JANUARY 1, 2007, REQUEST IS FILED WITH LUZERNE COUNTY JUVENILE PROBATION OFFICE, PENN PLACE BLDG., 20 N. Pennsylvania Ave., Wilkes-Barre, Pa.

IF JUVENILE RECORD OCCURRED JANUARY 1, 2007 TO PRESENT, REQUEST FORM MUST BE FILED WITH THE LUZERNE COUNTY CLERK OF COURTS OFFICE, LUZERNE COUNTY COURT HOUSE, 200 N. River St., Wilkes-Barre, Pa..

YOUR PATIENCE IN THIS MATTER IS GREATLY APPRECIATED.

JOHN E. JOHNSON
DEPUTY CHIEF OF ADMINISTRATION

NOTE: PLEASE LIST A CONTACT TELEPHONE NUMBER ON YOUR INSPECTION / MOTION FORM

JEJ/wam