

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 22-34**

**Special Order for Access to Juvenile Records by District of Columbia Clemency Board**

**WHEREAS**, the Clemency Board Establishment Act of 2018 established the District of Columbia Clemency Board (“Clemency Board”) within the Executive Office of the Mayor to accept and review the applications of people convicted of D.C. Code offenses and determine whether to recommend the applicant to the President of the United States for clemency; and

**WHEREAS**, the Clemency Board’s review process may require access to certain documentation stored within an applicant’s juvenile file; and

**WHEREAS**, pursuant to D.C. Code §§ 16-2331 and 16-2333 juvenile records are protected from disclosure, with limited exceptions; and

**WHEREAS**, under D.C. Code § 16-2331(c)(5) (2021 Supp.), the court may permit, by special order, the inspection of juvenile case records by persons entitled to inspect them; and

**WHEREAS**, under D.C. Code § 16-2333(b)(5) (2021 Supp.), the court may permit, by order, the inspection of law enforcement records and files concerning a child by a person, agency, or institution having a professional interest in the child; and

**THEREFORE**, it is hereby,

**ORDERED**, upon a signed authorization and release by an applicant for the Clemency Board to review the applicant’s juvenile case records, the Clemency Board shall send a request electronically for the applicant’s juvenile case records to the Juvenile Section of the Family Division, and it is further

**ORDERED**, information that may be disclosed by the Juvenile Section of the Family Division under this administrative order shall be limited to the applicant’s:

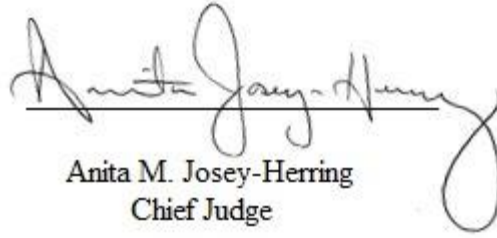
- (1) petition;
- (2) plea; and,
- (3) disposition documents, and it is further

**ORDERED**, the Clemency Board, its employees, its contractors, or its agents receiving any record or information pursuant to this order must safeguard, keep confidential, and store such records in a secure manner to prevent unauthorized access, and it is further

**ORDERED**, the Clemency Board, its employees, its contractors, nor its agents receiving any record or information pursuant to this order may publish or use it for any purpose other than that for which it was received without a special order of the court.

**SO ORDERED.**

Date: December 23, 2022



Anita M. Josey-Herring  
Chief Judge

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