



JACQUELYN L. LEE  
CHIEF DISTRICT COURT JUDGE  
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*State of North Carolina*  
*General Court of Justice*  
*11th Judicial District*

**DISTRICT COURT JUDGES**  
JIMMY L. LOVE, JR.  
O. HENRY WILLIS, JR.  
ADDIE HARRIS RAWLS  
RESSON O. FAIRCLOTH  
ROBERT W. BRYANT, JR.  
R. DALE STUBBS, SR.  
PAUL A. HOLCOMBE, III  
CARON STEWART  
MARY H. WELLS  
JOY A. JONES

LORETTA D. WICKER, DISTRICT COURT TCC  
919-209-5452  
MARK TEACHEY, VETERANS COURT TCC  
919-814-4510  
KIMBERLY W. JEFFREYS, JA II  
919-209-5453  
LILLIE TAYLOR, JA I  
919-209-5461

**LEE COUNTY  
ADMINISTRATIVE ORDER  
JUVENILE DISCOVERY**

In order to facilitate an expeditious process to dispose of all cases in which a petition is filed alleging that a juvenile is abused, neglected, or dependent, the Dept. of Social Services in Lee County shall provide access to all its records to Respondent Parent Attorney upon appointment by the Court or retention and under the following terms and conditions:

1. Review of the records shall be made at the Dept. of Social Services.
2. Arrangements to review the records shall be made by the Respondent Parent Attorney or authorized representative with the assigned social worker or his/her supervisor at DSS. The DSS social worker or supervisor shall schedule an appointment within 5 business days of the request. Requests for appointments to review the records shall be made at least one week before the next scheduled court date. Exceptions can be authorized by DSS.
3. DSS is authorized to remove from the record before review any notes or references to consultation with DSS attorney and the identity of the reporter(s).
4. Respondent Parent Attorney shall maintain in confidence from all persons, including the parents of the juvenile:
  - a. The identity and any facts which might lead to discovering the identity of all persons or agencies who have reported suspected abuse, neglect or dependency.
  - b. The identity and any facts which might lead to discovery of the identity of all persons who have spoken to the Dept. of Social Services and expressed a desire for anonymity or indicated that they were not willing to testify in any proceeding. Moreover, the

Respondent Parent Attorney shall make no contact with such person or agency as a result of learning his/its identity from the record.

- c. The physical location of the juvenile(s), including any school or day care placement; any site for medical or mental health treatment or any other information which would reveal the possible whereabouts of the juvenile(s). This information includes, but is not limited to, the names of foster care providers, day care providers, school, medical, and mental health personnel. Moreover, Respondent Parent Attorney shall not make contact with any such person or agency as a result of learning its identity from the record and shall not make contact with the juvenile(s) without specific written permission of the Dept. of Social Services and the Guardian ad Litem for the juvenile(s).
5. All other information located within the file of the Dept. of Social Services not described in the proceeding and subparagraphs shall be held in the strictest confidence by the Respondent Parent Attorney and shall not be shared with any person not a party to this action without prior approval of the Court.
6. Respondent Parent Attorney acknowledges that a violation of any of the foregoing conditions of access shall subject him to contempt proceedings.
7. DSS attorney shall have the authority to provide copies of any documents contained in said record of the Dept. of Social Services that counsel may introduce into evidence. DSS has the authority to charge for the copying of said documents. Any disputes shall be addressed with the Court.
8. No copies, other than addressed above, may be made and no records may be removed from the Dept. of Social Services.

  
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Jacquelyn Lee, Chief District Court Judge

I Acknowledge this Order.

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DSS Attorney

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Respondent Parent Attorney