

**First Judicial District of Pennsylvania**  
**PUBLIC ACCESS NONRECURRING REQUEST FORM – Electronic Data**

Name of Requestor \_\_\_\_\_

<b>SUBMIT TO:</b> Public Access Unit public.access@courts.phila.gov First Judicial District of Pennsylvania Room 371 City Hall Philadelphia, PA 19107
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Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

<p><i>SPECIFIC DESCRIPTION OF DATA REQUESTED</i></p>
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**To Be Completed by First Judicial District of Pennsylvania (FJD)**

TASK SCOPE	COST
Staff Time: \$85 for up to an hour	
Computer Time: \$300 fee for up to an hour	
<b>TOTAL DUE</b>	

<p style="text-align: center;">REMARKS</p>
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Note: Costs are estimates. If it is determined that actual costs will exceed the estimate, you will be contacted for approval. Checks should be payable to First Judicial District of Pennsylvania and mailed to the above address.

**Disclaimer**

Information and Receipt of Information are subject to all relevant legal authority as well as the following:

1. I am aware that a copy of this Form may be provided to the court or department related to this request.
2. I understand that the information provided is correct as of the date supplied, that the FJD will not automatically update the information contained in the Report generated as a result of my Request, and that the Report may become obsolete shortly upon production due to ongoing case activity. I understand and agree that the data provided must be periodically updated or refreshed if the status of any case is reported as being “current,” and I agree that unless the data is updated or refreshed as requested by the FJD, I will cease ongoing use of same.
3. I acknowledge that the FJD makes no representation as to the accuracy, completeness or utility for any general or specific purpose, of the information provided and as such, assumes no liability for inaccurate or delayed data, errors or omissions.
4. Use of this information is at my sole risk.
5. I understand that my Request for information is being fulfilled consistent with the provisions of the FJD Electronic Case Record Public Access Policy and that I will comply with all terms of the FJD Electronic Case Record Public Access Policy.
6. By submitting this request, I agree to pay any costs incurred and understand that I will not receive the information described above unless or until I make payment as set forth above.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Case Caption:

Docket Number/Case ID:

**INSTRUCTIONS FOR OBTAINING ELECTRONIC CASE RECORD INFORMATION OF THE FIRST JUDICIAL DISTRICT OF PENNSYLVANIA**

1. A requestor shall identify or describe the records sought with specificity to enable the court staff to ascertain which records are being requested. A request need **not** include any explanation of the requestor's reason for requesting or intended use of the records.
2. The requestor must submit the completed form to the Public Access Unit. Incomplete forms may result in delayed access to the requested record(s).
3. Requestors will be charged fees required by applicable fee schedules, including the Public Access Fee Schedule adopted pursuant to the FJD' Public Access Policy.
4. Requests will be completed as promptly as possible under the circumstances existing at the time of the request. If the court denies the request or must delay access, the court shall inform the requestor in writing of the specific reason(s) why access to the information is being delayed or denied.
5. If a request is denied by the court, the decision may be appealed to the Court Administrator of the FJD within 15 business days of service of the written notification by the court denying the Request.

**FOR COURT USE ONLY**

Your request was received on \_\_\_/\_\_\_/\_\_\_ . In accordance with the Public Access Policy of the First Judicial District, please be advised that:

- This request is being returned to you because it does not contain sufficient information to evaluate your request. No further action will be taken unless you resubmit the request with additional information.
- The information/record does not exist.
- The information/record is not an official case record as defined by the Policy.
- The information/document is exempt from public access pursuant to the Policy.
- You have failed to properly complete the Request Form.
- Other \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR USE BY REQUESTOR**

If you wish to seek review of the decision set forth above, please complete this section and mail or email this entire form to the Joseph H. Evers, Court Administrator of the FJD, Room 236 City Hall, Philadelphia, PA 19107, [joseph.evers@courts.phila.gov](mailto:joseph.evers@courts.phila.gov) within 15 business days of notification of the decision.

I, \_\_\_\_\_, request that a review of the decision set forth above be made.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date