

First Judicial District of Pennsylvania
PUBLIC ACCESS - REQUEST FOR OFFICIAL CASE RECORDS

Name of Requestor _____

Mailing Address _____

City _____ State _____ Zip _____

E-mail _____ Phone _____ Fax _____

SUBMIT TO:
 Public Access Unit
 public.access@courts.phila.gov
 First Judicial District of Pennsylvania
 Room 371 City Hall
 Philadelphia, PA 19107

MUNICIPAL COURT

COURT OF COMMON PLEAS

Municipal Court - Civil

Trial Division - Civil

Municipal Court - Criminal

Trial Division - Criminal

Municipal Court - Traffic Division

Orphans' Court Division

To Request Family Division Records, please complete a [Petition for Access to Domestic Relations Case Records](#) pursuant to Family Court Administrative Regulation 97-1 which is available on the Court's website at <http://www.courts.phila.gov/forms/>

DESCRIBE CASE RECORD (PLEADING) REQUESTED: (See instructions on next page):

I understand that my Request for information is being fulfilled consistent with the provisions of the FJD Official Case Record Public Access Policy and that I will comply with all terms of the FJD Official Case Record Public Access Policy.

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 listed below.

SIGNATURE _____ DATE _____

Official Use Only

<i>Number of Pages</i>	<i>Cost Per Page</i>	<i>Subtotal</i>
	\$	\$
<i>Other:</i>		\$
<i>Other:</i>		\$
TOTAL DUE		\$

REMARKS

Checks should be payable to First Judicial District of Pennsylvania-Public Access and mailed as directed by Court Staff.

Case Caption:

Docket Number/Case ID:

INSTRUCTIONS FOR OBTAINING OFFICIAL CASE RECORDS 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 within 15 business days of notification of the decision.

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

Signature

Date