

First Judicial District of Pennsylvania

Philadelphia Rule of Judicial Administration Nos. *401, *402 and *403
Court of Common Pleas and Municipal Court Civil and Criminal Divisions

PUBLIC ACCESS FEE SCHEDULE

Effective January 6, 2018

- 1) **Copies of Official Case Records and Financial Records.** Unless otherwise provided by applicable authority¹, \$0.25 shall be charged per page for Official Case Records and Financial Records provided in a paper or electronic format, whether duplicated by photocopying or printing from electronic media.
- 2) **Historical Electronic Case Records Data File.** A file consisting of agreed upon electronic data fields spanning a five (5) year period, as follows:
 - (a) \$25,000 for electronic data maintained by the below Courts/Divisions:
 - (i) Court of Common Pleas, Civil
 - (ii) Court of Common Pleas, Orphans'
 - (iii) Municipal Court, Civil²
 - (b) \$10,000 for each Court or Division for electronic data maintained by that Court or Division:
 - (i) Court of Common Pleas, Civil
 - (ii) Court of Common Pleas, Orphans'
 - (iii) Municipal Court, Civil²
 - (c) \$3,000 for each report type (e.g. "Case Record" or "Judgment File") for each of the following Courts or Divisions:
 - (i) Court of Common Pleas, Civil
 - (ii) Court of Common Pleas, Orphans'
 - (iii) Municipal Court, Civil²
- 3) **Recurring Reports.** Until otherwise provided, recurring monthly reports are available at the cost of \$300 per month. A list of the available recurring (standard) reports may be posted on the website of the First Judicial District and may be amended from time to time.
- 4) **Weekly Reports.** Recurring Reports which are provided on a monthly basis will be provided on a weekly basis for the monthly fee, and an additional cost of \$85 per week.
- 5) **Daily Reports.** Recurring Reports which are provided on a monthly basis will be provided on a daily basis for the monthly fee, and an additional cost of \$85 per business day
- 6) **Ad Hoc, Non-Recurring, Requests.** Will be provided at a cost based on a standard programming fee of @\$85 per hour, plus \$300 per report.
- 7) **Record requested on media such as CD, DVD or other memory devices are subject to a minimum fee of \$5 or actual cost. Postage will be added, at actual cost, if delivery is requested by U.S. mail or other expedited delivery. Other costs incurred in producing Financial Records will be assessed at actual cost.**

¹ See, e.g. 42 Pa.C.S. §1721, 42 P.S. §21015 et seq., and 42 P.S. § 21081.

² The Case Management System for this Division is maintained by a third-party provider. The cost for requested data may be higher depending on the amount the third-party provider will charge the District for producing the requested report. An estimate will be provided to the Requester for approval and pre-payment before the requested report is produced.