



First Judicial District of Pennsylvania

REQUEST FOR ACCESS TO CASE RECORDS FORM

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

204 Pa. Code § 213.81

www.pacourts.us/public-records

EMAIL ALL Request Forms to: public.access@courts.phila.gov

(Public Access Unit, Room 371 City Hall, Philadelphia, PA 19107)

DATE OF REQUEST: _____

REQUESTOR INFORMATION:

NAME: _____ **PHONE NO. ()** _____

ADDRESS: _____ **City:** _____ **State** _____ **Zip** _____

EMAIL ADDRESS: _____

REQUESTING CASE RECORDS FROM:

COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY

- Trial Division – Civil Trial Division – Criminal Orphans’ Court Division
- Family Court–Dependency Family Court – Juvenile Family Court – Domestic Relations

PHILADELPHIA MUNICIPAL COURT

- Philadelphia Municipal Court, Civil Philadelphia Municipal Court, Criminal
- Philadelphia Municipal Court Traffic Division

DESCRIBE INFORMATION REQUESTED: (See Instructions on following page)

Official Use Only

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

<i>Comments:</i>
<i>Date Sent:</i>
<i>By:</i>

INSTRUCTIONS FOR OBTAINING A CASE RECORD OF THE PHILADELPHIA COURT OF COMMON PLEAS AND PHILADELPHIA MUNICIPAL COURT

1. A requestor shall identify or describe the records sought with specificity to enable the custodian to ascertain which record is being requested.
2. The completed form shall be submitted to public.access@courts.phila.gov. Incomplete forms may result in delayed access to the requested record.
3. The requestor may be charged reasonable fees for access to court records. Unless otherwise provided by applicable authority, fees for duplication by photocopying or printing from electronic media or microfilm shall not exceed \$0.25 per page. See the First Judicial District's [Public Access Fee Schedule at https://www.courts.phila.gov/pdf/fees/Fee-Schedule-Public-Access-Amended-7-01-18.pdf](https://www.courts.phila.gov/pdf/fees/Fee-Schedule-Public-Access-Amended-7-01-18.pdf).
4. Requests will be completed as promptly as possible under the circumstances existing at the time of the request. If the custodian cannot fulfill the request promptly or at all, the custodian shall inform the requestor of the specific reason(s) why access to the information is being delayed or denied.
5. If a request is denied by the custodian, relief may be sought by filing a [motion](#) with the court for which the custodian maintains the records.

For Court Use Only

Your request was received on ____/____/____. In accordance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, 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 a case record as defined by the Policy.
- you have failed to properly complete the Request Form.
- Other _____

Signature of Custodian

Date