



First Judicial District of Pennsylvania
REQUEST FOR ACCESS TO CASE RECORDS
Case Records Public Access Policy of the Unified Judicial System of Pennsylvania
www.pacourts.us/public-records

DATE OF REQUEST: _____

REQUESTOR INFORMATION:

NAME: _____ PHONE NO. () _____

ADDRESS: _____ State _____ Zip _____

EMAIL ADDRESS: _____

THE REQUEST FORM MUST BE EMAILED TO THE EMAIL ADDRESS NOTED BELOW

Court of Common Pleas of Philadelphia County

- | | |
|--|--|
| <input type="checkbox"/> Trial Division – Civil
OJRCivil@courts.phila.gov
215-686-6651 (Room 284 City Hall) | <input type="checkbox"/> Trial Division – Criminal
OJR_Criminal@courts.phila.gov
215-683-7700 (Room 310B, Stout Center)
<i>For Quicker Assistance, Call the Office Directly</i> |
| <input type="checkbox"/> Orphans’ Court Division
OCSupport@courts.phila.gov
215-686-2230 (Room 415 City Hall) | <input type="checkbox"/> Family Court–Dependency
DEPPublicAccess@courts.phila.gov
215-686-4294 (Room 11.44 – Family Court) |
| <input type="checkbox"/> Family Court – Delinquency
DELPublicAccess@courts.phila.gov
215-686-8340 (Room 11.35 – Family Court) | <input type="checkbox"/> Family Court – Domestic Relations
DRPublicAccessRequests@courts.phila.gov
215-686-3805 (Room 11.43 – Family Court) |

Philadelphia Municipal Court

- | | |
|---|---|
| <input type="checkbox"/> Philadelphia Municipal Court, Civil
paul.miller@courts.phila.gov
215-686-2910 (Room 1020 – Widener Building) | <input type="checkbox"/> Philadelphia Municipal Court, Criminal
OJR_Criminal@courts.phila.gov
215-683-7700 (Room 310B, Stout Center)
<i>For Quicker Assistance, Call the Office Directly</i> |
| <input type="checkbox"/> Philadelphia Municipal Court Traffic Division
Carlos.Jackson@courts.phila.gov (215-686-1566)
Room 256, Traffic Division, 8 TH & Spring Garden Streets, Philadelphia, PA 19123 | |

Transcripts-Court Reporters

- Melissa.Copestake@courts.phila.gov (215) 683-8000. *See also* www.courts.phila.gov/departments/courtreporters/

DESCRIBE INFORMATION REQUESTED: (See Instructions on following page)

Signature: _____

Date: _____

Official Use Only

Number of Pages _____	Cost Per Page \$ _____	Subtotal \$ _____	Other: \$ _____	Total Due \$: _____
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**INSTRUCTIONS FOR OBTAINING THE CASE RECORDS OF THE
PHILADELPHIA COURT OF COMMON PLEAS AND THE PHILADELPHIA MUNICIPAL COURT**

1. Information regarding Public Records of the Unified Judicial System is available at <http://www.pacourts.us/public-records>. Information regarding Public Records of the First Judicial Records is available at <http://www.courts.phila.gov/publicaccess/>. See also, Philadelphia Rule of Judicial Administration *401, *402, and *403 at https://www.courts.phila.gov/pdf/rules/Judicial_Administration-Complied-Rules.pdf.
2. A Requestor shall identify or describe the case records sought with specificity to enable the custodian to ascertain which record is being requested.
3. The completed Form shall be submitted to the email address noted under the applicable Court and Division. Incomplete Forms may result in delayed access to the requested record.
4. The fees charged for case records are set forth in the First Judicial District's [Public Access Fee Schedule](#).
5. 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.
6. As provided in Section 5.0 (D) and (E) of the [Case Records Public Access Policy of the Unified Judicial System](#), 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. In Philadelphia, if a Request is denied by the Court of Common Pleas, relief may be sought by filing a motion which will be assigned to the Administrative Judge of the applicable Division or her designee. If a request is denied by the Philadelphia Municipal Court, relief may be sought by filing a motion which will be assigned to the President Judge of Philadelphia Municipal Court or the President Judge's designee.

City Hall

Broad & Market Streets
Philadelphia, PA 19107

Stout Center

1301 Filbert Street
Philadelphia, PA 19107

Family Court

1501 Arch Street
Philadelphia, PA 19102

Widener Building

1339 Chestnut Street
Philadelphia, PA 19107

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.
- the request cannot be fulfilled for the following reason(s): _____
_____.
- the requested Case Records are attached.
- Other _____

Signature of Case Record Custodian

Date