



First Judicial District of Pennsylvania

REQUEST FOR ACCESS TO CASE RECORDS

Public Access Policy of the Unified Judicial System of Pennsylvania:

Case Records of the Appellate and Trial Courts

204 Pa. Code § 213.81

www.pacourts.us/public-records

EMAIL ALL Requests 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

*Note: Requests for Case Records of the Traffic Division are subject to the provisions of Phila. R.J.A. No. *404*

- 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>		\$
<i>Other:</i>		\$
TOTAL DUE		\$

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

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 A CASE RECORD OF THE PHILADELPHIA COURT OF COMMON PLEAS AND OF THE 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 the appropriate custodian. Incomplete forms may result in delayed access to the requested record.
3. The requestor may be charged reasonable fees for access to court records. Fees for duplication by photocopying or printing from electronic media or microfilm shall not exceed \$0.25 per page, *unless otherwise provided by applicable authority*.
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 or application with the court for which the custodian maintains the records.

For Court Use Only

Your request was received on ____/____/____. In accordance with the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts, or, for Traffic Division records Phila. R.J.A. No. *404, 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

Date