REQUEST FOR ACCESS FORM



INSTRUCTIONS FOR OBTAINING A CASE RECORD

1. A requestor shall identify or describe the record 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. If a request is denied by a magisterial district court, relief may be sought by filing an appeal with the president judge of the judicial district or the president judge's designee. If a request is denied by the Philadelphia Municipal Court, relief may be sought by filing a motion with the president judge of Philadelphia Municipal Court or the president judge's designee.

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 **Date**

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REQUEST FOR ACCESS FORM

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania
204 Pa. Code § 213.81
www.pacourts.us/public-records

DATE OF REQUEST: _____

REQUESTOR INFORMATION:

NAME: _____ DAYTIME TELEPHONE NUMBER: ( ) _____

ADDRESS: _____

_____

EMAIL ADDRESS: _____ FAX NUMBER: ( ) _____

REQUESTING CASE RECORD FROM:

☐ Supreme Court	☐ Superior Court	☐ Commonwealth Court
☐ Court of Common Pleas	☐ Philadelphia Municipal Court	☐ Magisterial District Court

DESCRIBE INFORMATION REQUESTED: (See instructions on following page)

Official Use Only *Date Received* _____	CHARGE _____	Comments
_____ *Tracking Number (if applicable)*	_____ Total Cost	

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