



**First Judicial District of Pennsylvania  
GOVERNMENT ACCESS REQUEST FORM**

Email this Form to:

[public.access@courts.phila.gov](mailto:public.access@courts.phila.gov)

Public Access Unit

First Judicial District of Pennsylvania

Room 371 City Hall, Phila., PA 19107

Date of Request: \_\_\_\_\_

**REQUESTOR INFORMATION**

Name of Requesting Party: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Name of Governmental Entity: \_\_\_\_\_

Address: \_\_\_\_\_

The *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, 204 Pa. Code § 213.81, [www.pacourts.us/public-records](http://www.pacourts.us/public-records), governs requests by the public. The *Policy* provides that the term “*public*” does not include officials or employees of any federal, state, or local government entity if acting in their official capacities. Accordingly, any request by a governmental employee acting in their official capacity for information maintained by the First Judicial District of Pennsylvania must be requested utilizing this form, and the employee must provide the specific statutory or other legal authority authorizing the release of the requested information. If such authority is not provided, the request will be processed as a Public Access Request as if the requestor were a member of the public, consistent with the applicable Public Access Policies.

**REQUESTING CASE RECORDS OR OTHER INFORMATION FROM:**

**COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Trial Division – Civil  | <input type="checkbox"/> Trial Division – Criminal | <input type="checkbox"/> Orphans’ Court Division           |
| <input type="checkbox"/> Family Court–Dependency | <input type="checkbox"/> Family Court – Juvenile   | <input type="checkbox"/> Family Court – Domestic Relations |

**PHILADELPHIA MUNICIPAL COURT**

- |  |  |
|--|--|
| <input type="checkbox"/> Philadelphia Municipal Court – Civil          | <input type="checkbox"/> Philadelphia Municipal Court – Criminal |
| <input type="checkbox"/> Philadelphia Municipal Court Traffic Division |  |

**DESCRIBE CASE RECORDS, FINANCIAL RECORDS OR ELECTRONIC RECORDS REQUESTED (Attach additional pages if necessary) :**

**THE LEGAL AUTHORITY WHICH AUTHORIZES THE FJD TO RELEASE THE REQUESTED INFORMATION IS:**

I certify that the Request is made in my official capacity. I understand that the statements made herein are made subject to the provisions of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Signature: \_\_\_\_\_

*Official Use Only*

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

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

If applicable, checks are payable to First Judicial District of Pennsylvania-Public Access and mailed as directed by Court Staff.

**Case Caption:**

**Docket Number/Case ID:**

**INSTRUCTIONS FOR GOVERNMENT ACCESS REQUESTS**

1. The Requestor's and Governmental entity information must be provided.  
Requestor must certify that the requested is being made in their official capacity.
2. The Requestor shall identify or describe the records sought with specificity to enable the custodian to ascertain which record is being requested.
3. The Requestor must identify the legal authority for the release of the information.
4. If the Requestor is unable to identify the legal authority which permits release of the information to the governmental entity, the Request will be processed as a Public Access Request.
5. Unless otherwise provided by applicable authority, the requestor will be charged fees established by the First Judicial District. See:  
<https://www.courts.phila.gov/pdf/fees/Fee-Schedule-Public-Access-Amended-7-01-18.pdf>

**For Court Use Only**

**Your request was received on** \_\_\_\_/\_\_\_\_/\_\_\_\_.

**Please be advised that:**

- the 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 Request Form is not fully complete. Please re-submit.
- the information or record you have requested does not exist.
- you have not provided the legal authority for release of the requested information to you as a governmental entity. The Request is was processed as a Public Access Request.
- Other \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**