First Judicial District of Pennsylvania Philadelphia County
RULE 509
REQUEST FOR FINANCIAL RECORDS FORM

NAME OF REQUESTOR:

_____
Last First Middle

SUBMIT TO:
First Judicial District of Pennsylvania
Public Access Unit-Financial Records
rule509@courts.phila.gov
Room 371 City Hall
Philadelphia, PA 19107

Mailing Address: _____

City _____ State _____ Zip _____ Phone _____

E-mail _____ Fax _____

Please identify each of the documents that are requested. It is important that your request be as specific as possible so that we may determine whether we have these documents.

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Information related to procedures may be found on the website at the First Judicial District at:
www.courts.phila.gov/publicaccess/.
The FJD's Fee Schedule is available at *Public Access Fee Schedule*.
Prepayment will be required if expected compliance costs exceed $100.
See Philadelphia Rule of Judicial Administration No. *403

Signature: _____ Date: _____

Official Use Only

Number of Pages	***Cost Per Page*** $	***Subtotal*** $
Media Cost: ***Postage:***		$
Other:		$
TOTAL DUE		$

Comments
Date Sent: ***By:***

Note: Costs are estimates. If it is determined that actual costs will exceed the estimate, you will be contacted for approval.

7-09-18