

## UJS Public Access Policy- Effective 1-1-22

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The Case Records Public Access Policy of the Unified Judicial System of PA has been amended effective January 1, 2022. Please review the Policy found [here](#).

The major change of note is how to file documents containing [confidential information](#). All confidential information must be redacted from any document submitted for filing. Effective January 1, 2022, in lieu of submitting an un-redacted version of the document, a [confidential information form](#) containing the confidential information must be filed contemporaneously.

How to File Documents with Confidential Information	
Current Process	Process Effective January 1, 2022
<ol style="list-style-type: none"><li>1. Redact confidential information from documents.</li><li>2. Submit redacted version of document for filing.</li><li>3. Submit un-redacted version of document for filing.</li></ol>	<ol style="list-style-type: none"><li>1. Redact confidential information from documents.</li><li>2. Fill out confidential information form including confidential information.</li><li>3. Submit redacted version of document for filing.</li><li>4. Submit for filing confidential information form.</li></ol> <p>Note: DO NOT submit un-redacted version of document for filing.</p>

Questions regarding this notice and the Electronic Filing System changes can be directed to the following:

Civil Division – Office of Judicial Records – (215)686-6652 [OJRCivil@courts.phila.gov](mailto:OJRCivil@courts.phila.gov)

Criminal Division – Office of Judicial Records – (215)683-7703 [OJRCriminal@courts.phila.gov](mailto:OJRCriminal@courts.phila.gov)

Orphans' Court Division – Clerk of Orphans' Court – (215)686-2230