



**First Judicial District of Pennsylvania**  
**AUTHORIZATION FOR RELEASE OF LIMITED ACCESS INFORMATION**

FIRST NAME OF DEFENDANT/PARTY	MIDDLE NAME	LAST NAME	DATE OF BIRTH
DEFENDANT'S/PARTY'S CURRENT ADDRESS			EMAIL ADDRESS
CITY:	STATE:	ZIP CODE:	
PHONE NUMBER	CELL PHONE NUMBER	PID (IF KNOWN)	SOCIAL SECURITY NUMBER XXX-XX- _____

LIST ANY KNOWN CASE NUMBERS AND ANY ALIASES USED (Attach additional pages if necessary)

I hereby authorize the First Judicial District of Pennsylvania to RELEASE to me or to the Law Firm and/or attorney identified below whom I have retained to represent me, copies of my complete Limited Access Court Summary and Limited Access dockets for any and all cases in which I am a defendant, including but not limited to Juvenile Court information and information covered by the "Clean Slate Act" or Act 56 of 2018, which are necessary for:

- Expungement Petition     Petition for Clemency/Pardon     Immigration matter  
 Other:

I verify that the statements made herein are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
SIGNATURE OF DEFENDANT/PARTY DATE \_\_\_\_\_

**ATTORNEY INFORMATION**

**I have been retained by the above-named person to represent them in connection with an arrest and/or conviction in Philadelphia County of an offense which is subject to Limited Sealing due to the provisions of the Clean Slate Act. The above-named person does not have the information regarding the arrest or conviction which is necessary for the filing of an expungement petition, a petition for clemency, an immigration or other matter. As noted above, I or my Law Firm have been authorized to obtain the *Secure Docket of the Limited Access Case*, as well as the *Court Summary* which will provide sufficient information regarding the offense to enable me or my law firm to enter an appearance for the above individual, and to thereafter obtain any additional necessary case record.**

LAW FIRM NAME			
ATTORNEY'S FIRST NAME	ATTORNEY'S MIDDLE NAME	ATTORNEY'S LAST NAME	PA SUPREME COURT ID NO.

<b>ATTORNEY'S EMAIL ADDRESS:</b>	PHONE NO.	
LAW FIRM-ATTORNEY'S ADDRESS		
CITY	STATE	ZIP CODE

I verify that the statements made herein are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
SIGNATURE OF ATTORNEY DATE \_\_\_\_\_

**FOR COURT USE ONLY**

# of pages: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

## RELEASE OF LIMITED ACCESS INFORMATION

The *Authorization for Release of Limited Access Information* may be utilized for the sole purpose of providing a Defendant's/Party's Limited Access docket and court summary which have been sealed from the public pursuant to the requirements of the Clean Slate Act (also known as Act 56 of 2018) to the Defendant or to an Attorney or Law Firm named in the *Authorization*.

The *Authorization* can be used by the Defendant/Party directly or by an Attorney or law firm designated by the Defendant/Party.

**A Defendant/Party must provide the original signed *Authorization*, as well as a copy of a valid government issued photo identification card (such as a state-issued Driver's License or Identification Card).**

A Pennsylvania Attorney may submit a copy of the *Authorization*, and need not provide the Defendant's/Party's photo identification, provided that:

- (1) The Defendant/Party fully completes and signs the *Authorization*.
- (2) The named Attorney, on behalf of the attorney or the attorney's Law Firm, fully completes and signs the *Authorization*.

The original or a copy of the signed *Authorization* must be delivered as follows:

- (a) **For Criminal Cases**, Office of Judicial Records, Room 310, Justice Juanita Kidd Stout Center for Criminal Justice, 1301 Filbert Street, Philadelphia, PA. 19107.  
(Attorneys may forward the copy by Email at: [OJR\\_Criminal@courts.phila.gov](mailto:OJR_Criminal@courts.phila.gov))  
For additional information call: 215-683-7706.
- (b) **For Family Division Juvenile and Delinquency Cases**, to the Office of Judicial Records, 1501 Arch Street – 11<sup>th</sup> Floor, Philadelphia, PA 19102.  
For additional information call: (215) 686-4116.

As soon as practicable upon receipt of the *Authorization*, a search for the requested information will be undertaken and upon confirmation that the case has been sealed as required by the Clean Slate Act, the *Authorization* will be docketed and scanned to the First Judicial District's Document Management System, and the Defendant/Party or Attorney will be provided a copy of the "Secure Docket" of the case which references its "Limited Access Case" status, and a copy of the "Court Summary."

Fees shall be assessed as required by the First Judicial District's Public Access Fee Schedule. See Phila.R.J.A. Nos \*401, \*402, and \*403. See also [www.courts.phila.gov/publications/fees](http://www.courts.phila.gov/publications/fees).

It is expected that the Attorney, upon receipt of the above information will be able to enter an appearance on behalf of the client and will thereafter have access to all case records which are part of the case's Document Management System, as well as older case records that the Attorney may obtain.