



**Office of Judicial Records - Civil
First Judicial District of Pennsylvania
Court of Common Pleas, Trial Division**

**Public Access Policy
Correcting Clerical Errors**

Judicial Leadership and Court Administration have recognized that simple clerical errors regarding filings and compliance with the UJS Public Access Policy should be corrected easily and without judicial review in most instances.

What to do when a filing was filed without being redacted?

- If a filing party marks documents in a filing as confidential, redacted, sealed or public mistakenly, the filing party must contact the Office of Judicial Records - Civil via email at OJRCivil@courts.phila.gov. A PDF letter copying all other parties explaining the error and requesting the appropriate modification to the document designation must be attached to the email. Staff will review the request and make a determination if the modification can be made without judicial approval.
- If the error is identified quickly and is strictly clerical in nature, staff will make the change to the document designation.
- If new versions of any documents are needed, staff will reply to the email request with instructions.

What happens once the request is approved?

- Once the request is approved and the changes are made, a docket entry of "Notice Given" is made describing the changes of a document was submitted. The letter requesting the modification will be scanned to the docket entry explaining the changes made.

Can opposing party request a change?

- No, an opposing party cannot request a change. The opposing party should make the filing party aware so they can follow the above-described protocol. If the filing party doesn't agree to request the changes, the opposing party will need court approval through motion practice requesting the changes.