

First Judicial District of Pennsylvania
Philadelphia County
ELECTRONIC DATA NONRECURRING REQUEST FORM

Please submit this Request Form to:
electronic.data@courts.phila.gov
Information Technology Department
Room 143 City Hall, Philadelphia, PA 19107

NAME OF REQUESTOR

Last First Middle
Mailing Address: _____
City _____ State _____ Zip _____ Phone _____
E-mail _____ Fax _____

DESCRIPTION OF ELECTRONIC DATA REQUESTED (Use additional page(s) if necessary)

Disclaimer

Information and Receipt of Information are subject to all relevant legal authority as well as the following:

1. A copy of this request and information may be supplied to the court related to this request.
2. I understand that my Request for information is being fulfilled consistent with the provisions of the [Electronic Case Record Public Access Policy of the Unified Judicial System of Pennsylvania](#) and the First Judicial District's *Electronic Case Records* policy as provided in Philadelphia Rule of Judicial Administration *402, and in the attached Instructions.
3. I understand that the information provided is correct as of the date supplied; that the First Judicial District will not automatically update the information contained in the Report; that the Report may become obsolete shortly upon production due to ongoing case activity; and I understand and agree that the data provided must be periodically updated or refreshed if the status of any case is reported as being "current." I also agree that unless the data is updated or refreshed I will cease ongoing use of same, and that use of this information is at my sole risk.
4. By submitting this request, I agree to pay any costs incurred and understand that I will not receive the information described above unless or until I make payment as set forth above.

Signature: _____ **Date:** _____

The FJD's Fee Schedule is available at <http://www.courts.phila.gov/pdf/fees/Public-Access-Fee-Schedule.pdf>.

Ad hoc Reports are generally subject to a standard programming fee of \$85 per hour plus \$300 per report.

**INSTRUCTIONS FOR OBTAINING ELECTRONIC RECORDS OF THE
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA**

1. General information regarding public access to various judicial records and data of the Unified Judicial System of Pennsylvania and the First Judicial District is available at www.pacourts.us/public-records, and www.courts.phila.gov/publicaccess/.
2. The *Electronic Case Record Public Access Policy of the Unified Judicial System of Pennsylvania* governs electronic records which exist in the Common Pleas Criminal Court Management System (CPCMS) and is available at <http://www.pacourts.us/assets/files/page-1090/file-837.pdf>. Philadelphia Rule of Judicial Administration *402 governs electronic records which exist in the First Judicial District's case management Systems, including BANNER and CLAIMS, and is available at https://www.courts.phila.gov/pdf/rules/Judicial_Administration-Complied-Rules.pdf.
3. The *Electronic Data Nonrecurring Request Form* must be used to request Nonrecurring Electronic Data of the First Judicial District of Pennsylvania. A Requestor must describe in detail the data requested and must list the specific data fields requested.
4. ***To the extent that adequate resources and technical capabilities exist, a request for bulk distribution of electronic case records will be permitted and data that is not excluded from public access as set forth in the UJS or FJD Electronic Case Records policies will be provided.***
5. FJD staff will respond within 10 business days of receipt of a written request, consistent with the provisions of Section 4.00 of the *UJS Electronic Case Records Policy*.
6. If the request cannot be fulfilled within 10 business days of receipt of the request, FJD staff shall notify the requestor in writing of the expected date the record will be available, not to exceed 30 business days.

For Official Use Only

To Be Completed by the First Judicial District of Pennsylvania

TASK – SCOPE-COST ESTIMATE	COMMENTS
\$300 plus Staff Time (\$85 for up to an hour) Number of Hours: _____ Estimate: \$ _____	
TOTAL DUE: \$ _____ Checks must be Payable to “ <i>First Judicial District of Pennsylvania</i> ”	

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

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The Electronic Data Custodian must respond within 10 business days of receipt of the Request

Your request was received on ____/____/____. Please be advised that:

- ☐ the information is available and will be provided upon payment of the estimated cost
☐ the information will be provided within 30 days, on or about _____.
☐ you have not complied with the provisions of the policy

☐ the information cannot be provided

☐ Other: _____

Signature of Electronic Data Custodian

Date