



**First Judicial District of Pennsylvania**  
**REQUEST FOR ACCESS TO CASE RECORDS**  
*Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*  
[www.pacourts.us/public-records](http://www.pacourts.us/public-records)

DATE OF REQUEST: \_\_\_\_\_

**REQUESTOR INFORMATION:**

NAME: \_\_\_\_\_ PHONE NO. ( ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**THE REQUEST FORM MUST BE EMAILED TO THE EMAIL ADDRESS NOTED BELOW**

**Court of Common Pleas of Philadelphia County**

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|--|--|
| <input type="checkbox"/> <b>Trial Division – Civil</b><br><a href="mailto:OJR_Civil@courts.phila.gov">OJR_Civil@courts.phila.gov</a><br>215-686-8326 (Room 284 City Hall)              | <input type="checkbox"/> <b>Trial Division – Criminal</b><br><a href="mailto:OJR_Criminal@courts.phila.gov">OJR_Criminal@courts.phila.gov</a><br>215-683-7700 (Room 310B, Stout Center)<br><i>For Quicker Assistance, Call the Office Directly</i> |
| <input type="checkbox"/> <b>Orphans’ Court Division</b><br><a href="mailto:OCSupport@courts.phila.gov">OCSupport@courts.phila.gov</a><br>215-686-2230 (Room 415 City Hall)             | <input type="checkbox"/> <b>Family Court–Dependency</b><br><a href="mailto:Patricia.DAmbrosio@courts.phila.gov">Patricia.DAmbrosio@courts.phila.gov</a><br>215-686-4294 (Room 11.44 – Family Court)  |
| <input type="checkbox"/> <b>Family Court – Delinquency</b><br><a href="mailto:Eric.Smith@courts.phila.gov">Eric.Smith@courts.phila.gov</a><br>215-686-8340 (Room 11.35 – Family Court) | <input type="checkbox"/> <b>Family Court – Domestic Relations</b><br><a href="mailto:William.Schenk@courts.phila.gov">William.Schenk@courts.phila.gov</a><br>215-686-3805 (Room 11.43 – Family Court)  |

**Philadelphia Municipal Court**

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|---|---|
| <input type="checkbox"/> <b>Philadelphia Municipal Court, Civil</b><br><a href="mailto:paul.miller@courts.phila.gov">paul.miller@courts.phila.gov</a><br>215-686-2910 (Room 1020 – Widener Building)  | <input type="checkbox"/> <b>Philadelphia Municipal Court, Criminal</b><br><a href="mailto:OJR_Criminal@courts.phila.gov">OJR_Criminal@courts.phila.gov</a><br>215-683-7700 (Room 310B, Stout Center)<br><i>For Quicker Assistance, Call the Office Directly</i> |
| <input type="checkbox"/> <b>Philadelphia Municipal Court Traffic Division</b><br><a href="mailto:Carlos.Jackson@courts.phila.gov">Carlos.Jackson@courts.phila.gov</a> (215-686-1566)<br>Room 256, Traffic Division, 8 <sup>TH</sup> & Spring Garden Streets, Philadelphia, PA 19123 |   |

**Transcripts-Court Reporters**

- [Melissa.Copestake@courts.phila.gov](mailto:Melissa.Copestake@courts.phila.gov) (215) 683-8000. *See also* [www.courts.phila.gov/departments/courtreporters/](http://www.courts.phila.gov/departments/courtreporters/)

**DESCRIBE INFORMATION REQUESTED: (See Instructions on following page)**

*Official Use Only*

Number of Pages _____	Cost Per Page \$ _____	Subtotal \$ _____	Other: \$ _____	Total Due \$: _____
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**INSTRUCTIONS FOR OBTAINING THE CASE RECORDS OF THE  
PHILADELPHIA COURT OF COMMON PLEAS AND THE PHILADELPHIA MUNICIPAL COURT**

1. Information regarding Public Records of the Unified Judicial System is available at <http://www.pacourts.us/public-records>. Information regarding Public Records of the First Judicial Records is available at <http://www.courts.phila.gov/publicaccess/>. See also, Philadelphia Rule of Judicial Administration \*401, \*402, and \*403 at [https://www.courts.phila.gov/pdf/rules/Judicial\\_Administration-Complied-Rules.pdf](https://www.courts.phila.gov/pdf/rules/Judicial_Administration-Complied-Rules.pdf).
2. A Requestor shall identify or describe the case records sought with specificity to enable the custodian to ascertain which record is being requested.
3. The completed Form shall be submitted to the email address noted under the applicable Court and Division. Incomplete Forms may result in delayed access to the requested record.
4. The fees charged for case records are set forth in the First Judicial District's [Public Access Fee Schedule](#).
5. Requests will be completed as promptly as possible under the circumstances existing at the time of the request. If the custodian cannot fulfill the request promptly or at all, the custodian shall inform the Requestor of the specific reason(s) why access to the information is being delayed or denied.
6. As provided in Section 5.0 (D) and (E) of the [Case Records Public Access Policy of the Unified Judicial System](#), if a request is denied by the custodian, relief may be sought by filing a motion with the court for which the custodian maintains the records. In Philadelphia, if a Request is denied by the Court of Common Pleas, relief may be sought by filing a motion which will be assigned to the Administrative Judge of the applicable Division or her designee. If a request is denied by the Philadelphia Municipal Court, relief may be sought by filing a motion which will be assigned to the President Judge of Philadelphia Municipal Court or the President Judge's designee.

<b>City Hall</b>	<b>Stout Center</b>	<b>Family Court</b>	<b>Widener Building</b>
Broad & Market Streets Philadelphia, PA 19107	1301 Filbert Street Philadelphia, PA 19107	1501 Arch Street Philadelphia, PA 19102	1339 Chestnut Street Philadelphia, PA 19107

**For Court Use Only**

**Your request was received on \_\_\_\_/\_\_\_\_/\_\_\_\_. In accordance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, please be advised that:**

- this request is being returned to you because it does not contain sufficient information to evaluate your request. No further action will be taken unless you resubmit the request with additional information.
- the information/record does not exist.
- the information/record is not a case record as defined by the Policy.
- you have failed to properly complete the Request Form.
- the request cannot be fulfilled for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_.
- Other \_\_\_\_\_

\_\_\_\_\_  
**Signature of Case Record Custodian**

\_\_\_\_\_  
**Date**