

**INSTRUCTIONS FOR OBTAINING THE FINANCIAL RECORDS OF
THE FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
PURSUANT TO PENNSYLVANIA RULE OF JUDICIAL ADMINISTRATION 509**

1. The Web Portal of the Unified Judicial System of Pennsylvania provides online access to certain statewide and county-specific Financial Records. *See* <https://ujportal.pacourts.us/FinancialRecords/FinancialRecords.aspx>.
2. Information regarding public access to various judicial records and data is available at www.pacourts.us/public-records, and www.courts.phila.gov/publicaccess/.
3. The *Request for Financial Records Form* must be used to request Financial Records of the First Judicial District of Pennsylvania – the Philadelphia Courts.
4. A Requestor must identify or describe the Financial Records sought with specificity to enable the custodian to ascertain which financial record is being requested.
5. The record custodian will respond within 10 business days of receipt of a written request, and will provide the requested financial records as promptly as possible under the circumstances existing at the time of the request.
6. If the financial record cannot be provided within 10 business days of receipt of the request, the record custodian shall notify the requestor in writing of the expected date the record will be available, not to exceed 30 business days.
7. The record custodian is not be required to create financial records which do not currently exist or to compile, maintain, format or organize such records in a manner in which the records are not currently compiled, maintained, formatted or organized.
8. Any denial of a written request for financial records may be appealed within 15 business days of the mailing date of the written response by the record custodian to the Financial Records Appeals Officer designated at Rule509AppealsOfficer@courts.phila.gov.
9. Within 20 business days of receipt of the appeal, the Appeals Officer shall make a determination and shall forward it in writing to the requestor. Any further appeal shall be subject to Chapter 15, Judicial Review of Governmental Determinations, of the Pennsylvania Rules of Appellate Procedure. See Pa.R.J.A. 509 (c) (4) and (5).

For Court Use Only

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

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

- this request does not contain sufficient information to determine whether the Financial Record requested exist. Please resubmit with additional information.
- the Financial Record you requested does not exist.
- the record you requested is not currently compiled, maintained, formatted or organized as requested and thus cannot be provided.
- the document you requested is not a “Financial Record” as defined in Rule 509.
- the Financial Record will be produced on or before _____.
- Other: _____.

Signature of Record Custodian

Date