



INSTRUCTIONS TO OBTAIN EXEMPLIFIED COPIES OF DOCUMENTS

To obtain an exemplified copy of a court document, please mail your request to:

Office of Judicial Records
Civil Filing Center
City Hall, Room 296
Broad and Market Streets
Philadelphia, PA 19107

The following items must accompany your request:

- A typed or handwritten note requesting a exemplified copy of the document. Please include the following information in your note:
 - ❖ Case ID#.
 - ❖ Case Caption.
 - ❖ Title of the document.
 - ❖ Date of the document.
 - ❖ An uncertified copy of the document (if available).
 - ❖ Your phone number and/or email address so that we can contact you directly if we need additional information.

- Payment of \$83.16.
 - ❖ Payable to: Office of Judicial Records.
 - ❖ Acceptable payment instruments include cashier's checks, attorney's checks, business checks, and money orders. Personal checks are not acceptable. All payment instruments must be made payable to the Office of Judicial Records.

- A self-addressed stamped envelope.

Questions concerning this process can be directed to the Office of Judicial Records, Civil Filing Center at 215-686-4252 or OJRCivil@courts.phila.gov.