

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
ADMINISTRATIVE GOVERNING BOARD**

No. 44 of 2021

Amendment of Phila.R.J.A. No. *401

ORDER

AND NOW, this 14th day of December, 2021, in compliance with the October 6, 2021 order of the Supreme Court of Pennsylvania (Judicial Administration Docket No. 556) which amended the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* to require the statewide use of the [Confidential Information Form](#), it is **ORDERED** and **DECREED** that Philadelphia Rules of Judicial Administration No. *401 is amended, as attached, effective January 1, 2022.

This Order is issued in accordance with Pa.R.J.A. 103 and shall be filed with the attached rule with the Office of Judicial Records (formerly the *Prothonotary, Clerk of Courts and Clerk of Quarter Sessions*) in a docket maintained for Orders issued by the First Judicial District of Pennsylvania. As required by Pa.R.J.A. 103(d)(5)(ii), two certified copies of this Order and rule shall be distributed to the Legislative Reference Bureau, together with a copy on a computer diskette, for publication in the *Pennsylvania Bulletin*. As required by Pa.R.J.A. 103(d)(6) one certified copy of this Order and rule shall be filed with the Administrative Office of Pennsylvania Courts, shall be published on the website of the First Judicial District at <https://courts.phila.gov>, and shall be incorporated in the compiled set of Philadelphia local rules no later than 30 days following publication in the *Pennsylvania Bulletin*. Copies of the Order and rules shall also be published in *The Legal Intelligencer* and will be submitted to *American Lawyer Media*, *Jenkins Memorial Law Library*, and the Law Library for the First Judicial District.

BY THE COURT:

/s/ Idee C. Fox

Honorable Idee C. Fox

Chair, Administrative Governing Board of
the First Judicial District of Pennsylvania
President Judge, Court of Common Pleas of
Philadelphia County

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
Philadelphia Rules of Judicial Administration**

Amendment to Philadelphia Rule of Judicial Administration *401

Note: deleted text is in brackets and strikethrough font; proposed text is bolded and underlined

Rule *401. Policy Concerning Access to Case Records of the Court of Common Pleas and Philadelphia Municipal Court, in Conjunction with the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania (“*Case Records Policy of the UJS*”)

- (a) **Confidential Information.** ~~[When a document (including exhibits) contains any of the confidential information listed in Section 7.0 of the Case Records Policy of the UJS, the filer shall file a *Redacted Version* and an *Unredacted Version* of the document, as provided below:~~
- ~~(1) *Redacted Version.* The *Redacted Version* of the document shall not include any of the confidential information listed in Section 7.0 (A) and must be redacted in a manner that is visibly evident to the reader. The *Redacted Version* of the document shall be accessible by the public.~~
 - ~~(2) *Unredacted Version.* The *Unredacted Version* of the document shall contain all information, including the confidential information listed in Section 7.0 (A). The *Unredacted Version* of the document shall not be accessible by the public.~~
 - ~~(3) A *Redacted Version* of a document which contains confidential information does not need to be filed for case types that are sealed or exempt from public access pursuant to applicable authority.]~~

The confidential information listed in Section 7.0 of the Case Records Policy of the Unified Judicial System of Pennsylvania (“*Case Records Policy of the UJS*”) shall not be included in (or shall be redacted from) any document filed with a court or custodian and shall instead be included on the court-approved *Confidential Information Form* which must be filed contemporaneously with the document.

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Note: Adopted by the Administrative Governing Board of the First Judicial District of Pennsylvania on November 13, 2017, effective January 6, 2018. See *Administrative Governing Board Order No. 02 of 2017*. Published in the *Pennsylvania Bulletin* on December 2, 2017. Amended by Order dated May 10, 2018, effective on July 1, 2018.
Amended by Order dated December 14, 2021, effective January 1, 2022.