19th JUDICIAL DISTRICT
OPEN FINANCIAL RECORDS REQUEST FORM

****Please print legibly****

Name of Requester: _____

Requester Address: _____

_____

Telephone (Optional): _____ Email Address (Optional): _____

RECORDS REQUESTED:

* Provide as much specific detail as possible to enable the 19th Judicial District Open Financial Records Official to identify the information requested. Use additional sheets if necessary. Failure to provide reasonable specificity may form the basis of a denial.

Please select one of the following:

- ☐ I request a paper copy of the record(s).
- ☐ I request an electronic copy of the record(s) (e.g. compact disk).

If you are requesting a copy of the record(s) identified above, please select one of the following:

- ☐ I am requesting access to view the record(s) identified above…..
- ☐ I am requesting a copy of the record(s) identified above.
- ☐ I am requesting access to view the record(s) identified above and a copy of the record(s).

** Note – The Court may assess all applicable fees associated with duplication of the record(s).

Written Request should be made by one of the following:

Mailed/Hand-delivery to: 19th Judicial District Open Financial Records Office
Office of Court Administration
45 North George Street
York, Pa. 17401

E-Mail: JudicialOpenFinancialRecords@YorkCountyPA.gov

** Note: County of York reserves the right to post or release any and all open records requests and responses thereto.

REQUESTER SIGNATURE: _____ DATE: _____

The Right-to-Know Law, as it pertains to the Judiciary (section 304), requires the Judiciary to provide only financial records in accordance with the law or rule or order of Court. The Supreme Court of Pennsylvania promulgated Pennsylvania Rule of Judicial Administration 509 (Rule 509), which governs requests for financial records of the Unified Judicial System. Under Rule 509, the Court is only required to provide access to financial records dealing with the disbursement of funds appropriated to the Court, or the acquisition, use, or disposal of services, supplies, materials, equipment, or property secured through funds appropriated to the Court. Requests for anything other than financial records of the 19th Judicial District will not be processed and no response will be provided to the requestor.