# Administrative Office of Pennsylvania Courts
# PUBLIC ACCESS REQUEST FORM

Name_____

Mailing Address:_____

_____

City _____State_____Zip_____

SUBMIT TO:
Public Access Unit
Administrative Office of Pennsylvania Courts
PO Box 229
Mechanicsburg, PA 17055
Phone 717 795-2000
Fax 717 795-2002
E-Mail deb.weber@pacourts.us

E-mail_____Phone_____Fax_____

DESCRIPTION OF REQUEST

To Be Completed by Administrative Office of Pennsylvania Courts(AOPC)

| TASK SCOPE | COST |
|---|---|
| Staff Time ($14 per ½ hr.) | |
| Computer Time($25 per ½ hr.) .0139 per second | |
| TOTAL DUE | |

REMARKS

Note: Costs are estimates. If it is determined that actual costs will exceed the estimate, you will be contacted for approval.

**Disclaimer**
Information and Receipt of Information are subject to the Laws of the Commonwealth of Pennsylvania and Rules of the Supreme Court of Pennsylvania as well as to the following:

1. This request is public information and subject to public disclosure:
2. A copy of this information may be supplied to the court related to this request.
3. Identification of individuals is not supported by fingerprints, and use of this information for linking cases with specific individuals may not be suitable.
4. Use of this information is at the risk of the individual requestor. The AOPC will not automatically update information. Recipient acknowledges responsibility to comply with any expungement or correction order.
5. The AOPC makes no representation of the accuracy, completeness or utility, for any general or specific purpose, of the information provided. Moreover, the Unified Judicial System assumes no liability for inaccurate or delayed data errors or omissions.
6. By submitting this request, I agree to pay any costs incurred and understand that I will not receive the information described above unless or until I make payment as set forth above.

**SIGNATURE**_____ **DATE**_____

**PRINTED NAME**_____