

A BRIEF OVERVIEW OF ISSUES UNDER THE PUBLIC ACCESS POLICY OF THE UNIFIED JUDICIAL SYSTEM OF PENNSYLVANIA

I. Background

The Administrative Office of Pennsylvania Courts has announced that the Public Access Policy of the Unified Judicial System of Pennsylvania (hereinafter "Public Access Policy") will become effective on Saturday, January 6, 2018. Thereafter, information defined as "confidential information" shall not be included in any document filed with any Pennsylvania Court, other than on a designated form known as the "Confidential Information Form." Further, certain documents defined as "confidential documents," if filed with any Court, must be accompanied by a cover sheet known as the "Confidential Document Form."

Neither the Courts, nor the Office of the Prothonotary, nor the Office of the Register or Recorder is required to "police" filings for compliance with the Public Access Policy. Rather, the filing party must comply, and must certify compliance. The purpose of this memorandum is to assist members of the Lycoming County legal community in their efforts to comply with the Public Access Policy. Naturally, nothing in this memorandum is intended to supplement or modify the instructions of the Administrative Office of Pennsylvania Courts. Those who seek authoritative information regarding the Public Access Policy are encouraged to consult information publicly available at www.pacourts.us/public-record-policies.

II. Confidential Information

Confidential information is defined by the Public Access Policy as follows:

- 1) Social Security Numbers;
- 2) Financial Account Numbers;
- 3) Drivers License Numbers;
- 4) State Identification (SID) Numbers;
- 5) Minors' Names and Dates of Birth; and
- 6) Abuse Victims' Address and Other Contact Information.

Instructions provided by the AOPC suggest that “unless required by applicable authority, two versions of every document must be filed with the Court – a redacted version (not including confidential information) and an unredacted version. Redactions must be made in a manner that is visibly evident to the reader.” While that approach would comply with the Policy as written, it is arguably cumbersome. In the view of this author, an alternate (and perhaps simpler) approach would be if only the “redacted version” were filed, with appropriate references to confidential data set forth in the accompanying “Confidential Information Form.” Using that approach, the “Confidential Information Form” would be the only document which would contain confidential information. Naturally, the “Confidential Information Form” must be carefully and completely prepared and filed with the document for ready reference by the Court.

A copy of the “Confidential Information Form” is included in the Appendix to this memorandum.

III. Confidential Documents

The following documents are defined as confidential documents:

- 1) Financial Source Documents (see definition below);
- 2) Minors’ Educational Records;
- 3) Medical or Psychological Records;
- 4) Children & Youth Services Records;
- 5) Marital Property Inventories and Pretrial Statements Prepared Pursuant to the Terms of Rule 1920.33 of the Pennsylvania Rules of Civil Procedure;
- 6) Income and Expense Statements Prepared Pursuant to Rule 1910.27(c) of the Pennsylvania Rules of Civil Procedure; and
- 7) Marital Agreements as Described in Pa.C.S. § 3105.

“Financial Source Documents” include tax returns and schedules, W-2 forms, 1099 forms, etc., wage documentation, credit card statements, bank or investment firm statements, check registers, copies of checks, and loan application documents.

The Public Access Policy requires that any confidential document filed with the Court be accompanied by a “Confidential Document Form.” Filers are instructed to “only attach documents necessary for the purposes of this case.” The Public Access Policy provides that the “Confidential Document Form” will be publicly available, although the documents referred to in the “Confidential Document Form” will not. A “Confidential Document Form” requires that the filer identify the nature of the confidential document and the paragraph and page where the confidential document is referenced in the filing.

Naturally, wholesale incorporation of data from confidential documents into the filing would defeat the purpose of the Public Access Policy. Thus, it appears that the most reasonable approach would be to track the procedure for the protection of confidential information: general reference within the filing to data contained in a confidential document, without setting forth the confidential data itself.

IV. Compliance

It is anticipated that the Court of Common Pleas of Lycoming County will enter an administrative order prior to January 6, 2018, directing compliance with the Public Access Policy. Parties and their attorneys will be solely responsible for complying with the policy and certifying their compliance to the Court. The certification that shall accompany each filing shall be substantially in the following form:

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

A proposed Certificate of Compliance is included in the Appendix to this memorandum.

V. Practical Considerations

If properly managed, it is unlikely that the Public Access Policy will present a significant burden upon the Lycoming County legal community, beyond those practitioners who routinely rely upon confidential information and confidential documents (such as those that routinely practice family law).

In many offices, routine management of confidential information and confidential documents may fall to paralegals and legal assistants. For that reason, those individuals should be carefully trained by the attorneys in their office charged with responsibility for compliance with the Public Access Policy. Since pleadings must accompany a Certificate of Compliance, ultimate responsibility for compliance will rest with the filing attorney.

The Appendix to this memorandum includes not only AOPC recommended forms, but also the “Explanatory Report” and “Limits on Public Access to Unified Judicial System Case Records of the Appellate and Trial Courts” documents prepared by that office. Members of the Lycoming County legal community are encouraged to review all of the documents included in the Appendix and provide copies to their professional staff for routine use in the management of confidential information and confidential documents.

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IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA

IN RE:	:	
	:	MD-6-2017
PUBLIC ACCESS POLICY	:	
OF THE UNIFIED JUDICIAL SYSTEM:	:	
	:	ADMINISTRATIVE ORDER
CONFIDENTIAL INFORMATION	:	
CONFIDENTIAL DOCUMENTS	:	
REQUESTING ACCESS TO RECORDS	:	

ADMINISTRATIVE ORDER

AND NOW, this 1st day of December 2017, the Court hereby implements the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* (hereafter referred to as "Policy") with regard to all case records of the Court of Common Pleas of Lycoming County, Pennsylvania, (hereafter referred to as "Court") filed with the Court or Office of the Prothonotary/Clerk of Courts or Clerk of Orphans' Court on or after January 6, 2018.

The Policy shall be available in each filing office (Office of the Prothonotary/Clerk of Courts or Clerk of Orphans' Court), in the Lycoming County Office of the District Court Administrator, on the website of the Unified Judicial System of Pennsylvania at <http://www.pacourts.us/public-record-policies>, and on the website of the Lycoming County Office of the District Court Administrator at <http://www.lyco.org/Courts/Court-Administration>.

Pursuant to Section 7 of the Policy, persons who file documents that contain confidential information as defined by the Policy shall use and file a "Confidential Information Form" filed contemporaneously with the document, except in cases that are sealed or exempted from public access pursuant to applicable authority. The Confidential Information Form shall be available in each filing office as well as on the website of the Lycoming County Office of the District Court Administrator.

Unless required by applicable authority, the following information is confidential and shall be not included in any document filed except on a Confidential Information Form filed contemporaneously with the document:

1. Social Security Numbers;

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 SUZANNE M. FEDERLE
 PROTHONOTARY &
 CLERK OF COURTS
 LYCOMING COUNTY
 FILED

2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified;
3. Driver License Numbers;
4. State Identification (SID) Numbers;
5. Minors' names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355); and
6. Abuse victims' addresses and other contact information, including employer's name and address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victims' names.

Pursuant to Section 8 of the Policy, persons who file confidential documents as defined by the Policy shall use and file with the confidential document a "Confidential Document Form" cover sheet except in cases that are sealed or exempted from public access pursuant to applicable authority. The Confidential Document Form shall be available in each filing office as well as on the website of the Lycoming County Office of the District Court Administrator.

Unless required by applicable authority, the following documents are confidential and shall be filed under a cover sheet designated "Confidential Document Form":

1. Financial Source Documents;
2. Minors' educational records;
3. Medical/Psychological records;
4. Children and Youth Services' records;
5. Marital Property Inventory and Pre-Trial Statements as provided in Pa.R.C.P. No. 1920.33;
6. Income and Expense Statements as provided in Pa.R.C.P. No. 1910.27(c); and
7. Agreements between the parties as used in 23 Pa.C.S. § 3105.

Pursuant to Sections 1 and 8 of the Policy, the following documents are "Financial Source Documents" that are confidential and shall be filed under a cover sheet designated "Confidential Document Form":

1. Tax returns and schedules;
2. W-2 forms and schedules including 1099 forms or similar documents;
3. Wage stubs, earning statements, or other similar documents;
4. Credit card statements;
5. Financial institution statements;
6. Check registers;
7. Checks or equivalent; and
8. Loan application documents.

Confidential documents submitted with the Confidential Document Form shall not be accessible to the public; however, the Confidential Document Form or a copy of it shall be accessible to the public.

Parties and their attorneys shall be solely responsible for complying with the Policy and shall certify their compliance to the Court. The certification that shall accompany each filing shall be substantially in the following form: "I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents."

The Court or Office of the Prothonotary/Clerk of Courts or Clerk of Orphans' Court is not required to review or redact any filed document for compliance with this Policy. A party's or attorney's failure to comply with the Policy shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the requirements of the Policy, the Court may, upon motion or its own initiative, with or without a hearing order the filed document sealed, redacted, amended, or any combination thereof. The Court may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

Pursuant to Section 4 of the Policy, when a member of the public desires to inspect or copy case records, the member of the public shall make a written request to the applicable custodian (Prothonotary/Clerk of Courts or Clerk of Orphans' Court) utilizing the "Lycoming County Request for Access to Case Records" form, unless otherwise provided by court order or rule. The "Lycoming County Request for Access to Case Records" form shall be available in each filing office as well as on the website of the Lycoming County Office of the District Court Administrator. Fees for duplication by photocopying or printing from electronic media or microfilm shall be \$0.25 per page.

Pursuant to Sections 1 and 2 of the Policy, the Policy governs access *by the public* to case records. Pursuant to Section 1 of the Policy, the "public" is any person, member of the media, business, non-profit entity, organization, or association. The term "public" does not include a party to a case; the attorney(s) of record in a case; Unified Judicial System officials or employees if acting in their official capacities; or any federal, state, or local government entity and employees or officials of such an entity if acting in their

official capacities. Consequently, the following individuals and entities shall have access to confidential case records:

1. A party to a case;
2. An attorney of record in a case;
3. Unified Judicial System officials or employees if acting in their official capacities; and
4. Any federal, state, or local government entity and employees or officials of such an entity if acting in their official capacities.

The following educational handouts created by the Public Access Implementation Committee – Appellate and Trial Court Records shall be available in each filing office as well as on the website of the Lycoming County Office of the District Court Administrator:

1. *Protecting Confidential Information – Here's How* explaining what are considered confidential information and confidential documents;
2. *Protecting Confidential Information – Here's How* explaining Section 7.0 and how to file the Confidential Information Form; and
3. *Protecting Confidential Information – Here's How* explaining Section 8.0 and how to file the Confidential Document Form.

By the Court,



Honorable Nancy L. Butts, President Judge

cc: Nancy L. Butts, President Judge
Dudley N. Anderson, Judge
Richard A. Gray, Judge
Marc F. Lovecchio, Judge
Joy Reynolds McCoy, Judge
Suzanne M. Fedele, Prothonotary/Clerk of Courts
Kathy Rinehart, Clerk of Orphans' Court
Adrienne J. Stahl, District Court Administrator
Stephanie Tribble, Director of the Domestic Relations Office
Edward McCoy, Chief Adult Probation Officer
Edward Robbins, Chief Juvenile Probation Officer
Eric R. Linhardt, District Attorney
William J. Miele, Chief Public Defender
Lycoming Law Association
North Penn Legal Services
Wise Options

**CONFIDENTIAL
DOCUMENT FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

*Public Access Policy of the Unified Judicial System of Pennsylvania:
Case Records of the Appellate and Trial Courts
204 Pa. Code § 213.81
www.pacourts.us/public-records*

(Party name as displayed in case caption)

Docket/Case No.

Vs.

(Party name as displayed in case caption)

Court

This form is associated with the pleading titled _____, dated _____.

Pursuant to the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*, the Confidential Document Form shall accompany a filing where a confidential document is required by law, ordered by the court, or is otherwise necessary to effect the disposition of a matter. This form shall be accessible to the public, however the documents attached will not be publicly accessible, except as ordered by a court. The documents attached will be available to the parties, counsel of record, the court, and the custodian. **Please only attach documents necessary for the purposes of this case.** Complete the entire form and check all that apply. This form and any additional pages must be served on all unrepresented parties and counsel of record.

Type of Confidential Document	Paragraph, page, etc. where the confidential document is referenced in the filing:
<input type="checkbox"/> Financial Source Documents	
<input type="checkbox"/> Tax Returns and schedules	
<input type="checkbox"/> W-2 forms and schedules including 1099 forms or similar documents	
<input type="checkbox"/> Wage stubs, earning statements, or other similar documents	
<input type="checkbox"/> Credit card statements	
<input type="checkbox"/> Financial institution statements (e.g., investment/bank statements)	
<input type="checkbox"/> Check registers	
<input type="checkbox"/> Checks or equivalent	
<input type="checkbox"/> Loan application documents	
<input type="checkbox"/> Minors' educational records	
<input type="checkbox"/> Medical/Psychological records	
<input type="checkbox"/> Children and Youth Services' records	
<input type="checkbox"/> Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	
<input type="checkbox"/> Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)	
<input type="checkbox"/> Agreements between the parties as used in 23 Pa.C.S. §3105	

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

Signature of Attorney or Unrepresented Party

Date

Name: _____

Attorney Number: (if applicable) _____

Address: _____

Telephone: _____

Email: _____



Instructions for Completing the Confidential Document Form

The following documents are confidential and shall be filed with a court or custodian with the "Confidential Document Form":

1. Financial Source Documents as listed on the form
2. Minors' educational records
3. Medical/Psychological records are defined as "records relating to the past, present, or future physical or mental health or condition of an individual"
4. Children and Youth Services' records
5. Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33
6. Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)
7. Agreements between the parties as used in 23 Pa.C.S. §3105

For each confidential document, list the paragraph, page, etc. where the document is referenced in the filing. Please note, this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.)

- **Please only attach documents necessary for the purposes of this case.**
- Complete the entire form and check all that apply.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*. A party's or attorney's failure to comply shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the above referenced policy, a court may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof. A court may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

**CONFIDENTIAL
INFORMATION
FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

*Public Access Policy of the Unified Judicial System of Pennsylvania:
Case Records of the Appellate and Trial Courts
204 Pa. Code § 213.81
www.pacourts.us/public-records*

(Party name as displayed in case caption)

Docket/Case No.

Vs.

(Party name as displayed in case caption)

Court

This form is associated with the pleading titled _____, dated _____.

Pursuant to the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*, the Confidential Information Form shall accompany a filing where confidential information is **required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter**. This form, and any additional pages, shall remain confidential, except that it shall be available to the parties, counsel of record, the court, and the custodian. This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

This Information Pertains to:	Confidential Information:	References in Filing:
_____ (full name of adult) OR This information pertains to a minor with the initials of _____ and the full name of _____ _____ (full name of minor) and date of birth: _____	Social Security Number (SSN): _____ Financial Account Number (FAN): _____ Driver's License Number (DLN): _____ State of Issuance: _____ State Identification Number (SID): _____	Alternative Reference: SSN 1 Alternative Reference: FAN 1 Alternative Reference: DLN 1 Alternative Reference: SID 1
_____ (full name of adult) OR This information pertains to a minor with the initials of _____ and the full name of _____ _____ (full name of minor) and date of birth: _____	Social Security Number (SSN): _____ Financial Account Number (FAN): _____ Driver's License Number (DLN): _____ State of Issuance: _____ State Identification Number (SID): _____	Alternative Reference: SSN 2 Alternative Reference: FAN 2 Alternative Reference: DLN 2 Alternative Reference: SID 2

**CONFIDENTIAL
INFORMATION
FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

Additional page(s) attached. _____ total pages are attached to this filing.

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

Signature of Attorney or Unrepresented Party

Date

Name: _____

Attorney Number: (if applicable) _____

Address: _____

Telephone: _____

Email: _____

NOTE: Parties and attorney of record in a case will have access to this Confidential Information Form. Confidentiality of this information must be maintained.

**CONFIDENTIAL
INFORMATION
FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

Additional page (if necessary)

This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____</p> <p>(full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____</p> <p>(full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver's License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN _____</p> <p>Alternative Reference: FAN _____</p> <p>Alternative Reference: DLN _____</p> <p>Alternative Reference: SID _____</p>
<p>_____</p> <p>(full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____</p> <p>(full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver's License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN _____</p> <p>Alternative Reference: FAN _____</p> <p>Alternative Reference: DLN _____</p> <p>Alternative Reference: SID _____</p>



Instructions for Completing the Confidential Information Form

The following information is confidential and shall not be included in any document filed with a court or custodian, except on a Confidential Information Form filed contemporaneously with the document:

1. Social Security Numbers
2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified. "Financial Account Numbers" include financial institution account numbers, debit and credit card numbers, and methods of authentication used to secure accounts such as personal identification numbers, user names and passwords.
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors' names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355). "Minor" is a person under the age of eighteen.
6. Abuse victim's address and other contact information, including employer's name, address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim's name. "Abuse Victim" is a person for whom a protection order has been granted by a court pursuant to Pa.R.C.P. No. 1901 et seq. and 23 Pa.C.S. § 6101 et seq. or Pa.R.C.P. No. 1951 et seq. and 42 Pa.C.S. § 62A01 et seq. **If necessary, this information must be provided on the separate Abuse Victim Addendum. Please note there are separate instructions for the completion of the Addendum located on the form.**

Please note this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.).

- **The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.**
- Do not include confidential information in any other document filed with the court under this docket.
- If you need to refer to a piece of confidential information in a document, use the alternate references. If you need to attach additional pages, sequentially number each alternate reference – i.e. SSN 3, SSN 4, etc.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*. A party's or attorney's failure to comply with this section shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the requirements of the above referenced policy, a court may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof. A court may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.



Abuse Victim Addendum

Instructions for Completing the Abuse Victim Addendum: The Abuse Victim Addendum shall accompany a filing where confidential information is being provided by an abuse victim, as defined in this policy, **in family court actions** (see Pa.R.C.P. No. 1931(a)), **as required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter.** This addendum, and any additional pages, shall only be provided to the court and shall remain confidential. The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.

Type of Family Court Action		
<input type="checkbox"/> Divorce, Annulment, Dissolution of Marriage		<input type="checkbox"/> Child Custody
<input type="checkbox"/> Support	<input type="checkbox"/> Paternity	<input type="checkbox"/> Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
_____	AV Address:	Alternative Reference: AV 1 Address
(full name of abuse victim)	_____	
	AV Employer's Name & Address:	Alternative Reference: AV 1 Employer's Name & Address
_____	_____	
Docket/Case No. of Protection Order	AV Work Schedule:	Alternative Reference: AV 1 Work Schedule
_____	_____	
Court/County	AV Other contact information:	Alternative Reference: AV 1 Other contact information

Attach additional page(s) if necessary.



Abuse Victim Addendum
Additional page (if necessary)

Type of Family Court Action <input type="checkbox"/> Divorce, Annulment, Dissolution of Marriage <input type="checkbox"/> Child Custody <input type="checkbox"/> Support <input type="checkbox"/> Paternity <input type="checkbox"/> Protection from Abuse		
This Information Pertains to:	Confidential Information:	References in Filing:
_____ (full name of abuse victim)	AV Address: _____	Alternative Reference: AV __ Address
_____ Docket/Case No. of Protection Order	AV Employer's Name & Address: _____	Alternative Reference: AV __ Employer's Name & Address
_____ Court/County	AV Work Schedule: _____	Alternative Reference: AV __ Work Schedule
	AV Other contact information: _____	Alternative Reference: AV __ Other contact information

Type of Family Court Action <input type="checkbox"/> Divorce, Annulment, Dissolution of Marriage <input type="checkbox"/> Child Custody <input type="checkbox"/> Support <input type="checkbox"/> Paternity <input type="checkbox"/> Protection from Abuse		
This Information Pertains to:	Confidential Information:	References in Filing:
_____ (full name of abuse victim)	AV Address: _____	Alternative Reference: AV __ Address
_____ Docket/Case No. of Protection Order	AV Employer's Name & Address: _____	Alternative Reference: AV __ Employer's Name & Address
_____ Court/County	AV Work Schedule: _____	Alternative Reference: AV __ Work Schedule
	AV Other contact information: _____	Alternative Reference: AV __ Other contact information



Protecting Confidential Information - Here's How

Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of The Appellate and Trial Courts – Section 7.0 Confidential Information Form

Beginning January 6, 2018, unless required by applicable authority, the following information is confidential and shall not be included in any document filed with the court or custodian, except on a Confidential Information Form filed contemporaneously with the document.

What information is confidential?

- Social Security Numbers
- Financial Account Numbers except the last four digits when the financial account is the subject of the case and cannot otherwise be identified
- Driver License Numbers
- State Identification (SID) Numbers
- Minors' Names and Dates of Birth (except when minor is charged as a defendant in a criminal matter)
- Abuse Victim's Address and Other Contact Information in family court actions (including: employer's name, address and work schedule)

How do I file with a Confidential Information Form?

The Confidential Information Form and detailed filing instructions can be found on the website or QR Code at the bottom of this page. The Confidential Information Form is not required in cases (e.g. juvenile, adoption) that are sealed or exempted from public access pursuant to applicable authority.

Parties and their attorneys shall be solely responsible for complying with the provisions of the policy and shall certify their compliance to the court. A certification is included on the Confidential Information Form, stating: "I certify that this filing complies with the provisions of the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts that require filing confidential information and documents differently than non-confidential information and documents."

What else do I need to know?

- A court or custodian is not required to review or redact any filed document for compliance with this section. A party's or attorney's failure to comply with this section shall not affect access to case records that are otherwise accessible.
- Failure to comply with the requirements may allow the court to, upon motion or its own initiative, order the filed document sealed, redacted, amended or any combination thereof.
- A court may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

Section 7.0 shall apply to all documents for any case filed by a party or their attorney with a court or custodian on or after January 6, 2018.

For more information: Visit <http://www.pacourts.us/public-record-policies>.



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Protecting Confidential Information - Here's How

Public Access Policy Of The Unified Judicial System Of Pennsylvania: Case Records Of The Appellate And Trial Courts – Section 7.0 Redacted And Unredacted Filings

Beginning January 6, 2018, unless required by applicable authority, two versions of every document must be filed with the court – a “Redacted Version” (not including the items listed below) and an “Unredacted Version” (shall include the items listed below). Redactions must be made in a manner that is visibly evident to the reader. **Only the redacted version will be accessible to the public.**

What information is confidential and should be redacted?

- Social Security Numbers
- Financial Account Numbers except the last four digits when the financial account is the subject of the case and cannot otherwise be identified
- Driver License Numbers
- State Identification (SID) Numbers
- Minors’ Names and Dates of Birth (except when minor is charged as a defendant in a criminal matter)
- Abuse Victim’s Address and Other Contact Information in family court actions (including: employer’s name, address and work schedule)

Parties and their attorneys shall be solely responsible for complying with the provisions of the policy and shall certify their compliance to the court. The certification that shall accompany each filing shall be substantially in the following form: “I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.”

A sample certification form can be found on the website or QR code at the bottom of this page.

Filing a “Redacted Version” and “Unredacted Version” is not required in cases (e.g. juvenile, adoption) that are sealed or exempted from public access pursuant to applicable authority.

What else do I need to know?

- A court or custodian is not required to review or redact any filed document for compliance with this section. A party’s or attorney’s failure to comply with this section shall not affect access to case records that are otherwise accessible.
- Failure to comply with the requirements may allow the court to, upon motion or its own initiative, order the filed document sealed, redacted, amended or any combination thereof.
- A court may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

Section 7.0 shall apply to all documents for any case filed by a party or their attorney with a court or custodian on or after January 6, 2018.

For more information: Visit <http://www.pacourts.us/public-record-policies>.



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Protecting Confidential Documents - Here's How

Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts – Section 8.0 Confidential Document Form

Beginning January 6, 2018, unless required by applicable authority, the following documents are confidential and shall be filed with a court or custodian with the **Confidential Document Form**.

What documents are confidential?

- Financial Source Documents
- Minors' Educational Records
- Medical/Psychological Records
- Children and Youth Services Records
- Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33
- Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)
- Agreements between Parties as used in 23 Pa.C.S. § 3105

How do I file with a Confidential Document Form?

The Confidential Document Form and detailed filing instructions can be found on the website or QR Code at the bottom of this page. The Confidential Document Form is not required in cases (e.g. juvenile, adoption) that are sealed or exempted from public access pursuant to applicable authority.

Parties and their attorneys shall be solely responsible for complying with the provisions of the policy and shall certify their compliance to the court. A certification is included on the Confidential Document Form, stating: "I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents."

Confidential documents submitted with the Confidential Document Form shall not be accessible to the public, except as ordered by a court. However, the Confidential Document Form or a copy of it shall be accessible to the public.

What else do I need to know?

- A court or custodian is not required to review or redact any filed document for compliance with this section. A party's or attorney's failure to comply with this section shall not affect access to case records that are otherwise accessible.
- Failure to comply with the requirements may allow the court to, upon motion or its own initiative, order the filed document sealed, redacted, amended or any combination thereof.
- A court may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

Section 8.0 shall apply to all documents for any case filed by a party or their attorney with a court or custodian on or after January 6, 2018.

For more information: Visit <http://www.pacourts.us/public-record-policies>.

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Protecting Confidential Information - Here's How

Effective January 6, 2018

A certification shall accompany each filing in accordance with the policy. A court or custodian is not required to review any filed document for compliance with this policy. Failure to comply may lead to imposed sanctions.

Confidential Information

Unless required by applicable authority, the following information shall not be included in any document filed with a court or custodian, except on a "Confidential Information Form" filed contemporaneously with the document.

1. **Social Security Numbers**
2. **Financial Account Numbers** except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified
3. **Driver License Numbers**
4. **State Identification (SID) Numbers**
5. **Minors' Names and Dates of Birth** except when a minor is charged as defendant in a criminal matter (see 42 Pa.C.S. §6355)
6. **Abuse Victim's Address and other Contact Information** including employer's name, address, and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim's name

Confidential Documents

Unless required by applicable authority, the following documents shall be filed with a court or custodian with the "Confidential Document Form."

1. **Financial Source Documents**
2. **Minors' Educational Records**
3. **Medical/Psychological Records**
4. **Children and Youth Services' Records**
5. **Marital Property Inventory and Pre-Trial Statement** as provided in Pa.R.C.P. No. 1920.33
6. **Income and Expense Statement** as provided in Pa.R.C.P. No. 1910.27(c)
7. **Agreements between the Parties** as used in 23 Pa.C.S. §3105

These requirements do not apply to case types (e.g. juvenile, adoption) that are sealed or exempted from public access pursuant to applicable authority.

For forms and more information, reference the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts at the website below.

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Please visit: <http://www.pacourts.us/public-record-policies>





Protecting Confidential Information - Here's How

Effective January 6, 2018

A certification shall accompany each filing in accordance with the policy. A court or custodian is not required to review or redact any filed document for compliance with this policy. Failure to comply may lead to imposed sanctions.

Confidential Information

Unless required by applicable authority, two versions of every document must be filed with the court - a "Redacted Version" (not including the items listed below) and an "Unredacted Version." Redactions must be made in a manner that is visibly evident to the reader.

1. Social Security Numbers

2. Financial Account Numbers except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified

3. Driver License Numbers

4. State Identification (SID) Numbers

5. Minors' Names and Dates of Birth except when a minor is charged as defendant in a criminal matter (see 42 Pa.C.S. §6355)

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1. Financial Source Documents

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6. Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)

7. Agreements between the Parties as used in 23 Pa.C.S. §3105

These requirements do not apply to case types (e.g. juvenile, adoption) that are sealed or exempted from public access pursuant to applicable authority.

For forms and more information, reference the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts at the website below.

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Please visit: <http://www.pacourts.us/public-record-policies>

LYCOMING COUNTY REQUEST FOR ACCESS TO CASE RECORDS

NAME OF REQUESTER: _____ DATE OF REQUEST: _____

DAYTIME TELEPHONE#: (____) _____ FAX #: (____) _____

ADDRESS: _____

EMAIL: _____

Describe the confidential case record(s) requested, including reference to any relevant party name(s), case number(s), and filing date(s).

Please indicate below the basis of your request for access (check one).

_____ I hereby certify that I am a party to the matter; or

_____ I hereby certify that I am an attorney of record in the matter; or

_____ I request access for the following reason(s) (explain basis in detail and/or attach additional information):

The undersigned Requester hereby verifies that the information set forth above is true and correct and understands that this statement is made subject to the penalties of 18 Pa.C.S. Section 4904, related to unsworn falsification to authorities.

Signature of Requester

Date

(This original request form must be delivered to the applicable Records Custodian (Prothonotary/Clerk of Courts or Clerk of Orphans' Court), Lycoming County Courthouse, 48 West Third St., Williamsport, PA 17701.)

This request for access is (circle one): GRANTED or DENIED

Signature of Records Custodian

Date

The undersigned Requester hereby requests Court review of the denial of access. (This original request form must be delivered to the Office of the District Court Administrator (Court Scheduling – 4th Floor), Lycoming County Courthouse, 48 West Third St., Williamsport, PA 17701, no later than 10 calendar days from the date of the denial.)

Signature of Requester

Date

The Court hereby _____ GRANTS the Requester's access to the entire case file; or
The Court hereby _____ DENIES the Requester's access; or
The Court hereby _____ DENIES the Requester's access, and a hearing is scheduled for the _____ day of _____, 20____, at _____ in Courtroom No. _____, Lycoming County Courthouse, Williamsport, PA.

By Order of Court,

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Date

Judge

**REQUEST FOR CORRECTION
OF CLERICAL ERRORS**



**APPELLATE/TRIAL COURT
CASE RECORDS**

*Public Access Policy of the Unified Judicial System of Pennsylvania:
Case Records of the Appellate and Trial Courts
204 Pa. Code § 213.81
www.pacourts.us/public-record-policies*

Requestor Information:

Name: _____

Attorney No. (if applicable): _____

Address: _____

Phone Number: _____

Email Address: _____

Fax Number: _____

I am: A party to the case.

An attorney for a party to the case.

Case caption of the case record:

Docket number of the case record:

Set forth in specificity the information that is alleged to be a clerical error, as defined in the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*. Attach additional sheets if necessary.

Set forth in specificity sufficient facts, including supporting documentation, that corroborates your allegation. Attach additional sheets if necessary.

I, _____, verify that the facts set forth in this form are true and correct to the best of my knowledge, information and belief. This statement is subject to the penalties of Section 4904 of the Crimes Code (18 Pa.C.S. § 4904) relating to unsworn falsification to authorities.

Signature of Requestor: _____ Date: _____

NOTE: A request to correct a clerical error in a case record of the Supreme Court, Superior Court or Commonwealth Court shall be submitted to the prothonotary of the proper appellate court. A request to correct a clerical error in a case record of a court of common pleas or Philadelphia Municipal Court shall be submitted to the applicable custodian. You shall provide a copy of this completed form to all parties to the case.

REQUEST FOR CORRECTION
OF CLERICAL ERRORS



APPELLATE/TRIAL COURT
CASE RECORDS

For Custodian Use Only

Please be advised that your request was received on ___/___/____. In accordance with the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*, please be advised that:

- the request does not contain sufficient information and facts to determine what information is alleged to be in error, and no further action will be taken on the request.
- the request does not concern a case record that is covered by this policy, and no further action will be taken on the request.
- a clerical error does exist in the case record and the information in question has been corrected.
- a clerical error does not exist in the case record.
- the request has been received and an additional period not exceeding 30 business days is necessary to complete a review of the request.

Comments:

Signature: _____ Date: _____

If an additional period of time not exceeding 30 business days was necessary to complete the review of the request, please be advised that:

- this request is being returned to you because it does not contain sufficient information to evaluate your request. No further action will be taken unless you resubmit the request with additional information.
- this request is being returned to you because it does not concern a case record. No further action will be taken on this matter.
- it was determined a clerical error existed in the case record, and the information has been corrected.
- it was determined a clerical error does not exist in the case record.

Comments:

Signature: _____ Date: _____

For Use by Requestor

Unless applicable authority requires otherwise, please follow the following procedure. This procedure cannot be used to correct alleged inaccuracies in orders and judgments. If you wish to seek review of the decision set forth above, please complete this section and submit this entire form to the custodian within 10 business days of the mailing date of the response. The custodian will submit the form to the judge(s) who presided over the case for review.

I, _____, request that a review of the decision set forth above be made.

Signature: _____ Date: _____