

Pennsylvania Rule of Judicial Administration 509

Financial Records

On June 23, 2008 the Pennsylvania Supreme Court amended Pennsylvania Rule of Judicial Administration No. 509, which governs access to financial records. Financial records of the Pennsylvania Unified Judicial System, which includes the Delaware County Court of Common Pleas are presumed to be open to any member of the public for inspection or copying. The term “financial records” is defined as any account, contract, invoice or equivalent with: 1) the receipt or disbursement of funds appropriated to the system or, 2) acquisition, use or disposal of services, supplies, materials, equipment or property secured through funds appropriated to the system.

A request to inspect or obtain copies of records accessible pursuant to Pa. R.J.A. 509, which are in the possession or control of the Delaware County Court of Common Pleas shall be made in writing to the Records Manager using the Pa. R.J.A. 509 Request Form.

A request may be submitted in person, mail, email, or fax using the form.

A request should identify or describe the record(s) sought with sufficient specificity to enable the Records Manager to ascertain what records are being sought.

The Records Manager will respond within ten (10) days of receipt of a written request.

If a request is denied by the Records Manager, the requester may appeal the denial in writing within fifteen (15) days of the mailing date of the written response to the President Judge or designee of the Court of Common Pleas of Delaware County at:

President Judge
Delaware County Courthouse
201 West Front Street
Media, PA 19063

“Appeal of Denial of Judicial Records” shall be clearly stated by the Requestor.