

COURT OF COMMON PLEAS OF ALLEGHENY COUNTY



FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA
ADMINISTRATIVE OFFICE

340 FRICK BUILDING 437 GRANT STREET
PITTSBURGH, PENNSYLVANIA 15219-6000
(412) 350-5485 FAX (412) 350-5006

BULK PUBLIC ACCESS REQUEST

This form is intended to accommodate public access to documents in a magisterial district court. Generally, the courts are small and do not have an area where files could be viewed; therefore, time will be scheduled in the courtroom when court is not in session. In order to maximize the requestor's ability to view or get photocopies of files, it is important that the court has a clear understanding of what the requestor wants to view and to ascertain the length of time it will take to accommodate the request.

COURT INFORMATION

Court No. 05- _____ -
- Address: _____

Phone: _____

REQUESTOR INFORMATION

Name: _____
Address: _____

Contact: _____
Phone: _____

To be completed by requestor:

Docket: ☐ Criminal ☐ Landlord/Tenant ☐ Civil ☐ Traffic ☐ Non-Traffic

Files requested to be viewed (specific docket numbers, filing dates, etc.) _____



To be completed by court:

Cases available for viewing: _____

Staff cost: _____

Estimated constable time: _____ hours

STAFF WILL NOT BE ASSIGNED TO THE PROJECT UNTIL PAYMENT IS RECEIVED. COPY AND CONSTABLE FEES ARE DUE ON DATE FILES ARE PROVIDED. CHECK OR MONEY ORDER FOR COURT AND COPY FEE IS PAYABLE TO THE TREASURER OF ALLEGHENY COUNTY. PAYMENT FOR CONSTABLE FEES ARE PAID TO THE CONSTABLE(S) MAINTAINING SECURITY OF AND/OR COPYING THE DOCUMENTS.

APPOINTMENT INFORMATION:

(Date)

(Time)