

LYCOMING COUNTY REQUEST FOR ACCESS TO CASE RECORDS

NAME OF REQUESTER: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

DAYTIME TELEPHONE#: (\_\_\_\_) \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Describe the 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 – 4<sup>th</sup> 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 schedules a hearing for the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ m. in Courtroom No. \_\_\_\_\_, Lycoming County Courthouse, Williamsport, PA.

**By Order of Court,**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Judge**