

RULE NO. 509 – COURT RECORDS REQUEST FORM

23RD JUDICIAL DISTRICT OF PENNSYLVANIA
BERKS COUNTY COURT OF COMMON PLEAS

Name of Requester _____
Last First Middle

Signature _____ Date _____

Mailing Address _____
Street/PO Box
City State Zip Code

Telephone _____ Fax Number _____

Email Address _____

Please identify each of the documents that are requested. It is important that your request be as specific as possible so that we may determine whether we have these documents.

Please submit this form to: Court Open Records Officer, Office of Court Administration, Berks County Courthouse – 7th floor, 633 Court Street, Reading, Pa. 19601. Form can also be submitted via email to courtopenrecordsofficer@countyofberks.com or fax to 610-478-6366.

Note: Information related to standard fees and court Open Records policy may be found on the County of Berks website at www.countyofberks.com. Proceed to **“new” Open Records Policy**, then click onto **Court Open Records Officer**. Pre-payment of fees will be required if expected compliance costs exceed \$100.00.

Official Use Only	CHARGE	Comments
Date Received		
Tracking Number	Total Cost	