



ELECTRONIC CASE RECORDS

(Public Access Policy)

Effective 1/01/2022

For complete information about this policy, please visit:

<https://www.pacourts.us/Storage/media/pdfs/20211119/145411-amendedecrpoliceffective1.1.22.pdf>

Sections 9.0(b) and 10.0(A)(1) of the Case Records Public Access Policy, provide that records concerning incapacity proceedings are **NOT** accessible to the public at the courthouse (or via remote access), except for dockets and any final decree adjudicating a person as incapacitated.

Section 3.00 information Excluded from Public Access:	SECTION 3.10 Requests for Bulk distribution of Electronic case records.	SECTION 4.00 Responding to a request for Access to electronic Case Records.
<ul style="list-style-type: none"> • Social Security Numbers • Driver License Numbers • Victim Information (Name /Address & other) • A Party's address, except for the City, State, Zip. • Witness information. • State ID Numbers. • Financial Acct. numbers, Credit Card numbers, PINS, or passwords to secure accounts. • Information maintained by GTS except for statistical information. • Information presenting a risk to personal security, privacy, or the fair, impartial and orderly administration of justice, as determined by the Court Administrator of Pennsylvania with the approval of the Chief Justice. 	<p>A- A request for bulk distribution of electronic case records shall be permitted for data that is NOT excluded from the public access as set forth in this Policy.</p> <p>B- Records <u>may</u> be released under section 3.00 of this policy only if such information does not identify specific individuals or if it does not present a risk to personal security or privacy, AND if the information is being requested for a scholarly, journalistic, governmental related research or case preparation purpose.</p> <p>1—Requests of this type will be reviewed on a case-by case basis.</p> <p>2— Request form must be completed along with a formal request including:</p> <p>A) Purpose of the request, B) Identification of the information being sought, C) Steps taken to ensure that the information will be protected, D) Certification that the information will not be used, except for the stated purposes. E) Whether relevant institutional Review Board approval has been received,</p>	<p>Request should be submitted to the proper record custodian, where record was originated.</p> <p>A- Within 10 business days of receipt of a written request, the court shall respond to the requestor with one of the following:</p> <ol style="list-style-type: none"> 1— Request will be fulfilled (Pay applicable fees). 2— Request does not comply with the Policy. 3- The information cannot be provided; or 4— The request was received and an expected date of completion (Court notifies AOPC). 5- If the court cannot respond to the request, the court or office shall concurrently give written notice to requestor and AOPC. <p>B – If the court office cannot respond as set forth in subsection A., the court shall concurrently give notice of the same to the requestor and the AOPC.</p> <div data-bbox="979 1545 1585 1714" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>SECTION 5.00 (FEES)</p> <p>Reasonable Fees may be imposed for providing public access to case records.</p> </div> <div data-bbox="979 1723 1585 1849" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>SECTION 6.00 Correcting Data Errors</p> </div>

1. Information maintained in **GTS is NOT accessible by the public**, except for aggregate, statistical, and / or other data that does not identify an Incapacitated person, as determined by AOPC.
2. Information that would be accessible under the ECR Policy, includes, the name of the Guardian, whether a guardian has been paid, and when a guardian is terminated.
3. The release of statistical data **DOES NOT** identify incapacitated persons.
4. Proceedings related to the appointment of guardianship **shall be closed to the public.**

- A party to a case shall submit a written request seeking to correct a data error.
- Request should be made on [the form](#) designed and published by the AOPC.
- The requestor shall provide copies to all parties to the case.
- Requestor must specify the information that is alleged to be in error and must provide sufficient facts and supporting documentation that corroborates the request.
- The Clerk then responds within 10 business days in one of the following manners:
- Request does not contain sufficient facts and Information (Returned to requestor).
- Request does not concern an electronic case record (Returned to requestor).
- It is determined that error **DOES** exist, the information has been corrected.
- It was determined that error **DOES NOT** exist, in the electronic case record.
- Additional time is necessary to complete and review this matter (not exceeding 30 days).