

PUBLIC ACCESS POLICY FORMS

Beginning, January 6, 2018, all filings in the Lancaster County Court of Common Pleas must comply with the *Public Access Policy of the Unified Judicial System of Pennsylvania* and Lancaster County Rules of Judicial Administration, Rule 520. Links to the policy and rule are accessible through the Court's website, www.court.co.lancaster.pa.us.

If the document being filed does NOT contain any Confidential Information or have Confidential Documents attached (listed below), a Certificate of Compliance (COC) must be filed concurrently with the document.

If the document (filing) DOES contain Confidential Information, the Confidential Information Form (CIF) must be filed concurrently with the document. The Public Access Policy considers the following to be Confidential Information. If the filing requires the inclusion of this information, the CIF must be completed and, refer to this information in the filing as the Alternative Reference listed on the CIF.

1. Social Security Numbers
2. Financial Account Numbers
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors' Names and Dates of Birth
6. Abuse Victim's Address and other Contact Information

If any of the types of documents listed below have been attached to the filing, the Confidential Document Form (CDF) must be filed concurrently with the filing.

1. Financial Source Documents
2. Minors' Educational Records
3. Medical/Psychological Records
4. Children and Youth Services Records
5. Marital Property Inventory and Pre-Trial Statement
6. Income and Expense Statement
7. Agreements between the parties

The Court and the Filing Offices are not required to review or redact any filed document for compliance with this policy and rule. Failure to comply may lead to imposed sanctions.

If you are not a party to the case in question and desire access to view the case filings, please refer to the Policy's webpage for further instructions.