

# Public Access Policy of Pike County

## Quick Information Guide

- **Effective January 8, 2018**
- Applies to all civil filings. Criminal, Dependency, Juvenile and Orphans Court are exempt from this policy.
- Parties and their attorneys shall be solely responsible for complying with the provisions of the policy
- The Court or custodian/Prothonotary is not required to review or redact any filed document for compliance with the policy.
- All information deemed to be Confidential under the policy shall not be included in any filed document or pleading. All documents shall be filed without the information contained therein and a Confidential Information Sheet, containing the information, shall be attached to the document.
- The following information is confidential and shall be not included in any Document or Pleading filed with a court, except on a Confidential Information Form filed contemporaneously with the document or Pleading:
  1. Social Security Numbers;
  2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified;
  3. Driver License Numbers;
  4. State Identification (SID) Numbers;
  5. Minors' names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355); and
  6. Abuse victim's address and other contact information, including employer's name, address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim's name.

- Certain documents are inherently confidential in their nature. They require a Confidential Document Form to be attached upon filing.
- The following documents are confidential and shall be filed with a court under a cover sheet designated "Confidential Document Form":
  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 as provided in Pa.R.C.P. No. 1920.33;
  6. Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c); and
  7. Agreements between the parties as used in 23 Pa.C.S. §3105. (QDROS, Property Settlement Agreements, etc.
- A party, or the party's attorney, seeking to correct a clerical error in a case record may submit a written request for correction.
  - A. A request to correct a clerical error in a case record of a court of common pleas shall be submitted to the applicable custodian.
  - B. The request shall be made on a form designed and published by the Administrative Office of Pennsylvania Courts.
  - C. The requestor shall specifically set forth on the request form the information
    - i. that is alleged to be a clerical error and shall provide sufficient facts, including
    - ii. supporting documentation, that corroborate the requestor's allegation that the
    - iii. information in question is in error.
  - D. The requestor shall provide copies of the request to all parties to the case