

Records Manager
 140 West 6 Street, Room 210
 Erie, Pa 16501



Ph:(814)451-6295
 Fax: (814)451-6464
 Email:Rule509Adm@eriecountygov.org

Erie County Court of Common Pleas

FINANCIAL RECORDS REQUEST FORM

Name of Requestor _____
 Last First Middle

Signature _____ Date _____

Mailing Address _____
 Street/P.O. Box _____
 City State Zip Code

Telephone Number _____ Fax _____

E-mail Address _____

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

Fee Schedule:

Photocopying: \$.25 per page CD: \$5.00 each
 Retrieval/Redaction: \$7.00 per 15 minutes Postage: Actual Cost

Note: Standard fees are outlined above. Erie County may levy additional fees as necessary to cover costs it incurs in fulfilling specific information requests. Pre-payment will be required if expected compliance costs exceed \$100.

Official Use Only	TASK	CHARGE	Comments
Date Received	Media/CD Cost		
Date Completed	Photocopy Cost		
Date Denied	Labor Cost		
	Postage Cost		
	Total Cost		