

**CLARION COUNTY COURT OF COMMON PLEAS
RULE OF JUDICIAL ADMINISTRATION 509
ACCESS TO FINANCIAL RECORDS**

FEE STRUCTURE

Pennsylvania Rule of Judicial Administration 509 (Pa.R.J.A. 509 or Rule 509) directs that the financial records of the Unified Judicial System, of which the Clarion County Court of Common Pleas is a part, are presumed to be open to any member of the public for inspection or copying during established business hours. Specific information regarding how to obtain such information may be found by reading Rule 509.

Pursuant to Rule 509(d) reasonable costs incurred in providing public access to financial records may be charged to the requestor. The Court of Common Pleas of Clarion County has established the following fees in conjunction with Pa.R.J.A. 509:

Record	Fee
Photocopy	\$.10 per page, whether letter or legal
Certification of a Record	\$1.00 per record (not per page) This does not include notarization fees.
Redaction Fee	None
Postage	Actual Cost

Inspection of Redacted Records: If a requestor wishes to inspect rather than receive a copy of a record and that record contains non-public information, the Clarion County Court of Common Pleas shall redact the non-public information. Though there will be no charge for the redaction itself, the Clarion County Court of Common Pleas may charge for the copies it must make of the redacted material in order for the requestor to view the public record. The fee structure outlined above will then apply. If, after inspecting the records, the requestor chooses to obtain the copies, no additional fee may be charged.

Prepayment: Prior to granting a request for access in accordance with Pa.R.J.A. 509, the Clarion County Court of Common Pleas may require a requester to prepay an estimate of the fees associated with the request, if the fees are expected to exceed \$100.

