

NOTICE FROM THE COURTS

Be Prepared for New Filing Requirements in January 2018

Effective Jan. 6, 2018, there will be new filing requirements in the Pennsylvania trial and appellate courts. Adopted by the Supreme Court, the [Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts](#) will establish standards to safeguard certain sensitive information and documents. The policy will govern access by the public to case records of the appellate and trial courts. Under the policy:

1. **Certain types of information**, such as social security numbers, cannot be included in documents filed with the appellate and trial courts. Instead, the information specified in Section 7.0 of the policy, must be identified on a [Confidential Information Form](#), and attached to the filing.

As an alternative to filing the *Confidential Information Form*, a court may require redacted (excluding the confidential information) and unredacted versions (including the confidential information) be filed. Only the redacted version will be available to the public.

For more information about whether a court is requiring the filing of a *Confidential Information Form* or redacted/unredacted versions, you can access court rules and regulations at <http://www.pacourts.us/public-records/public-records-policies>.

2. **Certain documents**, such as tax returns and credit card statements, must be filed with a [Confidential Document Form](#) under Section 8.0 of the policy. Any document filed with this form will not be accessible to the public; however, the Confidential Document Form will be accessible.

More information about the policy and related forms can be found at: <http://www.pacourts.us/public-records>.

Many local and statewide CLE programs about the policy's requirements have occurred. Upcoming programs include:

Date	Time	Program	Location
11/14/17	11:30AM-12:30PM	PBI Business Law Workshop	Philadelphia
11/16/17	11AM-12PM	PBI Employment Law Institute	Pittsburgh
12/7/17	9AM-12:15PM	PBI Public Access CLE Reprise	Philadelphia