



**East Norriton Township Police Department
Crime Victims Right of Access Request Form**

Date of Request: _____

Submitted Via: Email U.S. Mail Fax Hand Delivery

Requesting Party Information

Name: _____

Crime Victim Crime Victim's Representative Defendant in a Civil Action

Address: _____

Telephone No.: _____

Email: _____

Request Information

Reason for request: Pending Civil Action Preparation of a Civil Action

Please provide case caption & docket no.

Name of Victim: _____

Name of Suspect/Defendant: _____

Incident Date: _____

Police Jurisdiction/Case No.: _____

Materials Requested (use additional pages, if necessary):¹

Requested materials should be provided to: Requesting Party Attorney for the Requesting Party

Name: _____ **Firm:** _____

Mailing Address: _____

Telephone No.: _____

Email: _____

¹ Requests for judicial records should be made to the Rule 509 Administrator of the Montgomery County Court of Common Pleas. Michael Kehs, P.O. Box 311, Norristown, PA 19404, Rule509Admin@montcopa.org

18 PA.C.S. 9158.2(B) UNSWORN STATEMENT

I, _____, hereby state as follows:

1. I am a Requesting Party or the legal representative of a Requesting Party pursuant to 18 Pa. C.S. § 9158 *et seq.*²
2. As described in Attachment A, the requested information is directly related to a civil action pending in a court in this Commonwealth, or material and necessary to the investigation or preparation of a civil action in this Commonwealth. 18 Pa. C.S. § 9158.2(a).
3. I understand that criminal history investigative information obtained pursuant to 18 Pa. C.S. § 9158 *et seq.* is discoverable in a civil action directly related to the crime, unless otherwise nondiscoverable or privileged from discovery. 18. Pa. C.S. § 9158.2(e).
4. I understand that information obtained pursuant to this request shall be used only in connection with an actual or potential civil action directly relating to this criminal history investigative information and that use of information to harass, intimidate, or threaten another shall constitute a criminal offense. 18 Pa. C.S. § 9158.5 (c), 18 Pa. C.S. § 9158.5 (d).
5. The statements made in this declaration are true and correct to the best of my knowledge, information and belief. I make these statements pursuant to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities).

Signature of Requesting Party OR
Requesting Party's Legal Representative

Date

(if applicable) Signature of Attorney for
Requesting Party OR Requesting Party's Legal Representative

Date

² A Requesting Party is defined as "a crime victim or a defendant in a civil action in which a crime victim is a party." 18 Pa. C.S. 9158.

5/17/2023



East Norriton Township Police Department
Crime Victim Right of Access Request Instructions

Please carefully review these instructions prior to submitting a request pursuant to the Crime Victims Right of Access law 18 Pa. C.S. § 9158 et seq.

Materials will only be provided to a requesting party as defined in 18 Pa. C.S. §9158 or a requesting party's attorney. A **Requesting Party** is "a crime victim or a defendant in a civil action in which a crime victim is a party." Furthermore, a "crime victim" is any individual "against whom a crime has been committed or attempted and who as a direct result of the criminal act or attempt suffers physical or mental injury, death or the loss of earnings." 18 Pa. C.S. § 11.103.

All Crime Victim Right of Access Requests must include the following:

1. **Crime Victim Right of Access Request Form:** this form must be completely and accurately completed. Attorneys should include their client's name and information as the requesting party.
2. **Specific description of the information requested:** all requests must describe the information sought with sufficient specificity to enable the East Norriton Township Police Department to ascertain what is being requested. 18 Pa. C.S. 9158.2(b). Failure to adequately identify the information sought shall be grounds for denial. Requests must include the following: name of the victim, name of the defendant/suspected defendant, incident date, and police jurisdiction.

The East Norriton Township Police Department will not provide notes of testimony, criminal convictions, etc. These are judicial records and requests should be directed to the Rule 509 Administrator of the Montgomery County Court of Common Pleas.

Michael Kehs
P.O. Box 311
Norristown, PA 19404
Rule509Admin@montcopa.org

3. **Unsworn Statement:** all requests shall include an unsworn statement by the requesting party and/or the requesting party's legal representative meeting the requirements of 18 Pa. C.S. 9158.2(b).
4. **Attachment A - Required Additional Information:** In addition to the properly prepared Crime Victim Right of Access Request Form, all requests must include a separate statement from the Requesting Party that clearly demonstrates the requested information is "directly related to a civil action pending in a court of this Commonwealth" or "material and necessary to the investigation or preparation of a civil action in this Commonwealth." 18 Pa. C.S. § 9158.2.

The failure to comply with the foregoing requirements may result in denial. Please be sure to retain a copy of all materials submitted to the East Norriton Township Police Department because these materials will be needed in the event of any future appeal.

Response

A written response granting or denying the request will be provided within sixty (60) days of receipt of the request or by the date returnable on the request, whichever is later.

The East Norriton Township Police Department may deny a request, in whole or in part, for any of the reasons provided in 18 Pa. C.S. §9158.3. Absent extenuating circumstances, all requests for information related to a pending investigation or prosecution will be denied. Where appropriate, the East Norriton Township Police Department may request the Montgomery County District Attorney’s Office to obtain a protective order from the court limiting further dissemination of the requested materials.

Fees

Pursuant to 18 Pa. C.S. §9158.2(d), the East Norriton Township Police Department will impose reasonable fees for costs incurred to comply with requests. For any request granted, a standard processing fee will be imposed. Payment of the processing fee is required before any work is completed to comply with the request. Payment is currently accepted by cash, credit/ debit card or check made out to **East Norriton Township**.

In addition, the East Norriton Township Police Department will impose additional fees as necessary to cover additional costs associated with providing the requested materials. A cost-estimate will be provided in advance, and payment is expected before the responsive materials are released.

Photographs or video on CD/DVD	\$50.00
Accident Report	\$15.00
Parking Tickets	\$30.00
Fingerprinting (resident/ non-resident)	\$25.00 / \$30.00
Record Checks	\$10.00

The information and requirements contained herein are subject to change, without notice, and will be further amended pursuant to any rules and regulations provided by the Pennsylvania Office of the Attorney General and/or the Supreme Court of Pennsylvania.