

LEHIGH COUNTY

ATTN: Rule 509 Administrator
Lehigh County Court of Common Pleas
455 West Hamilton Street
Allentown, PA 18101
Ph: (610) 782-3014 Fx: (610) 871-2779

RULE 509 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 documents 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 1-10 Pages – No Charge; 11+ - \$0.25 per page
- Postage: Actual Cost
- CD: \$5.00 Each

Note: Standard fees are outlined above. The Court 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 \$100.00.

Lehigh County Official Use Only	TASK	CHARGE	Comments
<i>Date Received</i>	Media Cost		
	Labor Cost		
<i>Tracking Number</i>	Postage Cost		
	Total Cost		