



*Guide to Filing with the Supreme  
Court in Compliance with the Public  
Access Policy*

With the adoption of the Public Access Policy (<http://www.pacourts.us/public-records/public-records-policies>), the Supreme Court of Pennsylvania now requires a public and confidential version of any filing containing protected information or documents. The following information and documents may not be included in any public filing, including the exhibits, opinions, etc. that may be attached to that filing.

Confidential Information	Confidential Documents
<ol style="list-style-type: none"> <li>1. Social Security Numbers;</li> <li>2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified;</li> <li>3. Driver License Numbers;</li> <li>4. State Identification (SID) Numbers;</li> <li>5. Minors' names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355);*</li> <li>6. Abuse victim's address and other contact information, including employer's name, address and work schedule, in family court actions as defined by Pa.R.C.P. 1931(a), except for victim's name</li> </ol>	<ol style="list-style-type: none"> <li>1. Financial Source Documents;</li> <li>2. Minors' educational records;</li> <li>3. Medical/Psychological records;</li> <li>4. Children and Youth Services' records;</li> <li>5. Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. 1920.33;</li> <li>6. Income and Expense Statement as provided in Pa.R.C.P. 1910.27(c);</li> <li>7. Agreements between the parties as used in 23 Pa.C.S. § 3105.</li> </ol>
<p><b>Redact this information in the Public version</b></p> <p><b>Leave this information unredacted in Confidential version</b></p>	<p><b>Remove these documents entirely from Public version and provide a single <a href="#">Confidential Document Form</a> (see below)</b></p> <p><b>Leave these documents in Confidential version</b></p>

The [cover page](#) of a confidential filing should be clearly marked "Confidential-Unredacted" (see below for an example) and in the event you are required to provide any [additional copies of your filing](#), those copies should be the confidential version and must be marked the same.

Per Pa.R.A.P. 127, all filings, filed traditionally or electronically, regardless of confidentiality must be accompanied by a [certification of compliance](#) (see below).

\*Minors' names, dates of birth, and social security numbers must be redacted or initialized from the public version of all filings (civil, criminal, domestic, etc.), unless the exception of 42 Pa.C.S. § 6355 applies. Further, all associated information that may reasonably lead to exposing such information should similarly be redacted or initialized.

Confidential-Unredacted

**In the Supreme Court of Pennsylvania  
Middle District**

Commonwealth of Pennsylvania,

Respondent

v.

John Doe,

Petitioner

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**Petition for Allowance of Appeal**

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Appeal from the Order of the Superior Court at XXX MDA 20XX, dated January 9, 2018,  
affirming the Order of the Court of Common Pleas, York County, at CP-XX-CR-  
XXXXXX-2017, dated March 11, 2018

This Cover Page is presented as an example of how filings containing confidential material should be marked. In the event you are unable to duplicate such a mark (ex., black and white, handwritten, etc.), please take sufficient steps to ensure your confidential filing is noticeable to the Court.

John Doe  
123 Fake St.  
Harrisburg, PA 17120

**CERTIFICATE OF COMPLIANCE**

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

Submitted by: \_\_\_\_\_

(E.g. Appellant, Appellee, Petitioner, Respondent)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Attorney No. (if applicable): \_\_\_\_\_

**CONFIDENTIAL  
DOCUMENT FORM**



**APPELLATE/TRIAL COURT  
CASE RECORDS**

*Public Access Policy of the Unified Judicial System of Pennsylvania:  
Case Records of the Appellate and Trial Courts*  
204 Pa. Code § 213.81  
[www.pacourts.us/public-records](http://www.pacourts.us/public-records)

(Party name as displayed in case caption)	Docket/Case No.
Vs.	
(Party name as displayed in case caption)	Court

This form is associated with the pleading titled \_\_\_\_\_, dated \_\_\_\_\_.

Pursuant to the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*, the Confidential Document Form shall accompany a filing where a confidential document is required by law, ordered by the court, or is otherwise necessary to effect the disposition of a matter. This form shall be accessible to the public, however the documents attached will not be publicly accessible, except as ordered by a court. The documents attached will be available to the parties, counsel of record, the court, and the custodian. **Please only attach documents necessary for the purposes of this case.** Complete the entire form and check all that apply. This form and any additional pages must be served on all unrepresented parties and counsel of record.

Type of Confidential Document	Paragraph, page, etc. where the confidential document is referenced in the filing:
Financial Source Documents	
Tax Returns and schedules	
W-2 forms and schedules including 1099 forms or similar documents	
Wage stubs, earning statements, or other similar documents	
Credit card statements	
Financial institution statements (e.g., investment/bank statements)	
Check registers	
Checks or equivalent	
Loan application documents	
Minors' educational records	
Medical/Psychological records	
Children and Youth Services' records	
Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	
Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)	
Agreements between the parties as used in 23 Pa.C.S. §3105	

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

\_\_\_\_\_  
Signature of Attorney or Unrepresented Party

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Attorney Number: (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_