Court Administrator's Office39th Judicial
DistrictFranklin & Fulton Counties
Attn: Mark Singer, Open Records Officer
157 Lincoln Way East
Chambersburg, PA 17201
Office #: (717) 261-3848
Fax #: (717) 261-3854
Email: msinger@franklincountypa.gov

OPEN RECORDS REQUEST FORM

Date Requested: _____

Name of Requester _____
(Please print) Last First MI

Signature: _____

Mailing Address: _____

_____ _____ _____
City State Zipcode

Telephone #: _____ **Fax #:** _____

Email Address: _____

Records Requested :
(* Please provide as much specific detail as possible so that we are able to determine which records are being requested. Use additional sheets if necessary.)

Please check one of the following boxes:

☐ I am only requesting access to the documents identified above.
☐ I am only requesting a copy of the documents identified above.

Date Received by the Agency: _____
Request Submitted By: **E-Mail** **U.S. Mail** **Fax** **In-Person**
Agency Five (5) Day Response Due: _____
Date Record Request was Fulfilled: _____

****** *Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*