

**PHILADELPHIA DISTRICT ATTORNEY'S OFFICE**  
**Crime Victims Right of Access Request Form**



**Date of Request:** \_\_\_\_\_

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

**REQUESTING PARTY INFORMATION**

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

**Client Name:** \_\_\_\_\_

Crime Victim     Victim's Attorney or Estate Executor     Defendant in a Civil Action     Defendant's Attorney

Other: \_\_\_\_\_

**REQUEST INFORMATION** *(this section must be filled out as completely as possible to ensure efficient processing of your request)*

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**Reason for Request:**

Pending Civil Action     Preparation of Civil Action  
*include provide case caption & civil docket no.*

\_\_\_\_\_

**Name of Victim:** \_\_\_\_\_    **Name of Suspect/Defendant:** \_\_\_\_\_

**Incident Date:** \_\_\_\_\_    **Police Jurisdiction & Case No.:** \_\_\_\_\_

**Materials Requested (use additional pages, if necessary):<sup>1</sup>**

**Requested materials should be provided to:**

**Name:** \_\_\_\_\_    **Firm:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

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

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<sup>1</sup>Requests for notes of testimony & court exhibits should be made to Philadelphia County Clerk of Courts. Body-worn camera footage or other recordings generated by law enforcement subject to Act 22 of 2023. See 18 Pa. C.S. § 9158.5(a)(5) and will need to be requested from the Philadelphia Police Department.

**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.*<sup>2</sup>
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

<sup>2</sup>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.