

# JUVENILE COURT JUDGES' COMMISSION RIGHT TO KNOW LAW POLICY

effective January 1, 2009  
Revised August 25, 2015

Pursuant to Section 504 of the Right-to-Know Law, 65 P.S. §67.101 et seq. (RTKL), The Juvenile Court Judges' Commission (JCJC) ("Agency") sets forth the following policies, process, and procedures regarding responses by the Agency to requests made pursuant to the RTKL, in addition to complying with the policies set forth in [Management Directive 205.36](#). To facilitate access to documents of public interest and reduce the need for RTKL requests, the Agency makes many documents public on its website at <http://www.jcjc.state.pa.us>. DGS publishes many solicitations, awards, and contracts on its website at <http://www.emarketplace.state.pa.us/>, uploads contracts to the Department of Treasury [website](#), pursuant to the requirements of Chapter 17 of the RTKL, 65 P.S. §§ 67.1701-1702, and may also place other public records on its website, as it deems appropriate.

## I. REQUESTS

### A. A written request to the Agency under the RTKL **must**:

1. Be addressed to the Agency Open Records Officer ("AORO") at

JCJC Open Records Officer  
Juvenile Court Judges' Commission  
Pennsylvania Judicial Center  
601 Commonwealth Avenue, Suite 9100  
Harrisburg, PA 17106-2425  
Phone: 717.787.6910  
Fax: 717.783.6266

or

[RA-OAJCJCRighttoKnow@pa.gov](mailto:RA-OAJCJCRighttoKnow@pa.gov)

2. Identify a name and address to which the Agency should address its response;
3. Indicate that the request is being made pursuant to the RTKL;
4. Be submitted in person, by e-mail, or by facsimile;
5. Be sufficiently specific to enable the Agency to ascertain which records are being requested;  
and
6. Be from a person that is a legal resident of the United States.

### B. While verbal requests may be fulfilled by the Agency, the requester cannot pursue the relief and remedies provided under the RTKL unless the request is in writing.

### C. RTKL requests shall be on the form available at the website of the Office of Open Records (attached as Appendix "A"), at: <http://openrecords.state.pa.us>, and available on the [JCJC Website](#).

### D. The regular business hours of the JCJC RTKL Office are 8:00 A.M. to 4:30 P.M., Monday through Friday, except state holidays. Any RTKL request received by the RTKL Office after the close of regular business hours shall be deemed to have been received by that office on the following business day.

## II. RESPONSES

The AORO may respond by providing a requester with access to inspect a record electronically or as otherwise maintained by the Agency, either: 1) by providing access in the offices of the Agency, if agreed to by the requester; 2) by sending a copy to the requester; or 3) by notifying the requester that the record is available through publicly accessible electronic means and, if the requester writes to the agency within thirty days that the requester is unable or unwilling to access the information electronically, by then providing the records in paper format, upon payment for the same. Each of these options is a "response" for purposes of the RTKL, as is the Agency's written notice to the requester granting, denying, or partially granting and partially denying access to a record. The Agency may send written responses to requesters by United States mail, by hand (in person or by delivery service), by facsimile, or by e-mail.

Unless a longer period of time is needed and communicated to the requester by an "interim response" (as discussed in paragraph A below), the RTKL requires that the Agency respond to an RTKL request within five business days. For purposes of determining the end of the five business day period, the day that a RTKL request is received is not counted. The first day of the five business day period is the Agency's next business day.

### A. Interim Responses.

The Agency must provide a final response to a RTKL request within five business days unless one or more specific conditions are satisfied and the AORO gives the requester written notice that additional time will be required. That notice is referred to as an "interim response."

The AORO may send an interim response if any of the following apply:

1. The RTKL request requires redaction of a public record;
2. The RTKL request requires retrieval of a record from a remote location;
3. A response within the five business day period cannot be accomplished due to bona fide staffing limitations, which limitations must be specified in the interim response;
4. A legal review is necessary to determine whether the record requested is subject to access under the Act;
5. The requester has not complied with the Agency's policies regarding access to public records;
6. The requester has not complied with a demand for prepayment of fees, which are required to fulfill the RTKL request and which are estimated to exceed \$100. Further, if prepayment of fees is required by the Agency, the time period for response shall be tolled from the time the demand for payment is made until such time as payment is actually received;
7. No RTKL production of records shall be made when the requester owes money to the JCJC or to any executive agency in connection with another RTKL request where production was made; or
8. The extent or nature of the request precludes a response within the required time period.

An interim response must: 1) be sent to the requester on or before the last day of the five business day period; 2) state that the request is being reviewed and the reason for the review; 3) give an estimate of applicable fees owed when the record becomes available; and 4) state a reasonable date that a response is expected to be provided. This date must not be more than thirty calendar days from the end of the five business day period.

If the date of an expected response is in excess of thirty days following the five days allowed for in

Section 901, the request will be deemed denied unless the requester has agreed in writing to the date specified in the notice.

The Agency will send an interim response when the estimated fee for responding to the request is in excess of \$100. Once the estimated payment is received, the Agency will proceed to: 1) make a final determination as to what records, if any, are public records under the RTKL; 2) begin search and retrieval of those records; 3) perform any required redaction; and 4) advise the requester, within thirty days, as to a date by when any responsive public records will be produced. Failure to make to estimated payment by the date required by the Agency in its interim response will result in the request being deemed withdrawn.

## **B. Final Responses.**

There are three possible final responses. Either the request is: 1) granted; 2) denied; or 3) granted in part and denied in part. The failure to make a timely response is deemed to be a denial.

If a written request is denied in whole or in part, the Agency will issue a final written response that will include an explanation of the procedure for the requester to appeal, if the requester chooses to do so. The written denial will also set forth the specific reasons for the denial, including a citation of supporting legal authority. If the denial is the result of a determination that the record requested is exempt from disclosure, the specific reasons for the Agency's determination shall be included.

## **C. Redaction**

The Agency will not deny access to a record based upon the fact that portions of the record are not public records and, as a result, not subject to disclosure. The Agency will redact the portions that are not public records and produce the portions that are public records.

## **D. Access**

The Agency may provide a requester with access to inspect a record electronically or as otherwise maintained by the Agency, either: 1) by providing access in the offices of the Agency, if agreed to by the requester; 2) by sending a copy to the requester; or 3) by notifying the requester that the record is available through publicly accessible electronic means.

The Agency has the discretion to determine the building(s) and room(s) that will be used to provide a requester with access to the Agency's public records. The selection of buildings and rooms for access to the Agency's public records is a matter within the discretion of the AORO.

The Agency will provide a public record to a requester in the medium requested if the record exists in that medium. Otherwise, the public record must be provided in the medium in which it exists. If a public record only exists in one medium, the Agency is not required to convert that public record to another medium, except that if the public record is only available in an electronic form, the Agency must print it out on paper if the requester so requests.

The Agency is not required to create a public record that does not already exist, nor is it required to compile, maintain, format, or organize a public record in a manner in which the Agency does not currently do so.

## **E. Duplication of Public Records.**

The Agency may either make copies itself or, in its discretion, allow the requester to bring the necessary equipment to make its own copies. The Agency may make its duplication equipment available to a requester but: require that the requester operate the equipment; assign Agency staff to make the duplications; or contract for duplication services and require the requester to pay the applicable rate.

## **III. APPEALS**

When a request is denied or deemed denied, whether in whole or in part, the requester may file an appeal with the Office of Open Records, where it will be assigned to an Appeals Officer. This appeal must be filed within fifteen business days of the denial or deemed denial. The appeal must state the grounds upon which the requester asserts that the record is public and should address any grounds stated by the Agency for delaying or denying the request. The appeal shall be sent to the OOR at the address set forth below and simultaneously to the Agency AORO, in the same manner as the appeal is sent to the OOR (e-mail, fax, mail, or hand delivery) with: 1) the Agency response, 2) the RTKL request, and 3) the appeal form that is available on the OOR website at: <https://www.dced.state.pa.us/public/oor/appealformgeneral.pdf>:

The Commonwealth Office of Open Records  
Commonwealth Keystone Building  
400 North Street, Plaza Level  
Harrisburg, PA 17120-0225  
Phone: 717-346-9903  
Email: [openrecords@state.pa.us](mailto:openrecords@state.pa.us)

A person other than the Agency or the requester, with a direct interest in the record that is subject to an appeal, has fifteen days following actual knowledge of the appeal, but no later than the date the Appeals Officer issues an order, to file a written request to provide information or to appear before the Appeals Officer in support of the requester's or the Agency's position in the appeal. The Appeals Officer may, but needs not, grant the request.

For further information on appeals, it is suggested that the requester review the website of the Office of Open Records.

## **IV. FEES**

Applicable fees to be charged by the Agency under the RTKL are as follows:

### **A. Fees Determined by the Office of Open Records**

Under the RTKL, the Office of Open Records has the authority to establish two fees for Commonwealth agencies: Duplication, 65 P.S. §67.1307(b) and Enhanced Electronic Access (an agency may establish user fees, subject to approval by the Office of Open Records), 65 P.S. 65 P.S. §67.1307 (e).

The fees for duplication are established by the Office of Open Records, as posted on its website at <http://openrecords.state.pa.us>. Unless otherwise directed by statute, the Agency will charge \$.25 per page for duplication, although on-site publication may be at a reduced rate of \$.15, at the discretion of the Agency.

Pursuant to this agency policy, an agency may waive duplication fees for twenty pages or less. Duplication charges are to be paid for any duplication in excess of twenty pages.

## **B. Specialized Fees**

1. The Agency will charge \$1 per copy for certified copies, when requested by the requester.
2. The Agency will charge the actual cost for postage, facsimile/microfiche or other media, as well as for specialized documents, except that postage fees will be waived for postage that costs under \$1.00.
3. Special rules apply to fees for transcripts of administrative proceedings:
  - (i) Prior to an adjudication becoming “final, binding and non-appealable,” transcripts may be requested through the Agency; however, the stenographer or court reporter is permitted to charge the regular fee for this service.
  - (ii) Following an adjudication becoming “final, binding and non-appealable,” a request for the transcript shall be treated like any other request for a record and the usual duplication fee of up to \$.25 per page will be charged.

## **C. Reasonable and Necessarily Incurred Costs**

As expressly provided by 65 P.S. §67.1307(g), the Agency has the authority to charge requesters reasonable fees for necessarily incurred costs. The Agency will determine and charge such fees on a case by case basis.

## **D. General**

No charge shall be made for Agency or legal review of the record to see whether the requested records are public records that are subject to production.

If the estimated fees that are required to fulfill the RTKL request exceed \$100, the requester must pay the estimated amount in advance, either by certified check or by ordinary check, which must first have cleared to be considered received by the Agency. The demand for prepayment will specify a reasonable period of time in which the requester must make such prepayment. Failure to make to estimated payment by the date required by the Agency in its interim response will result in the request being deemed withdrawn.

All applicable fees must be paid in order to receive access to the record requested. Any requester who has unpaid amounts outstanding to the Agency or to any agency under the Governor’s jurisdiction, in relation to RTKL requests where production was made by any such agency, will not be granted access to records under other RTKL requests until such prior amounts due have been paid in full.

When an estimated fee was not required to be paid because the estimate was \$100 or less but actual fees are over \$100, or where the fee was under \$100, the Agency has the discretion to produce the records and invoice for the amount due or to require payment prior to production.

No charge shall be made for the Agency or legal review of the record to see whether the requested records are public records that are subject to production.

If the estimated fees that are required to fulfill the RTKL request exceed \$100, it may be necessary for the requester to pay the estimated amount in advance, either by certified check

or by ordinary check, which must first have cleared to be considered received by the Agency. The demand for prepayment may specify a reasonable period of time in which the requester must make such prepayment. If the requester fails to make prepayment within the specified time, the Agency is not required to produce the records requested.

All applicable fees must be paid in order to receive access to the record requested.

Applicable fees to be charged by the Agency under the RTKL are as follows:

#### **E. Duplication**

Fees for duplication are established by the Office of Open Records, as posted on its website at <http://openrecords.state.pa.us>.

#### **F. Reasonable and Necessarily Incurred Costs**

Other fees that may be charged by the Agency include reasonable and necessarily incurred costs such as for:

1. Redaction (including cost of labor) of records;
2. Search and retrieval;
3. Certified copies, when certified copies are requested by the requester;
4. Transcripts of administrative proceedings:
  - (i) Prior to an adjudication becoming “final, binding and non-appealable,” transcripts should be provided to the requester by the Agency stenographer or a court reporter, in accordance with the published procedure of the Agency or an applicable contract with the stenographer. The stenographer or court reporter is permitted to charge the regular fees for this service.
  - (ii) Following an adjudication becoming “final, binding and non-appealable,” a request for the transcript shall be treated like any other request for a record and fees will be assessed according to the schedule established by the Office of Open Records.
5. Enhanced Electronic Access. The RTKL permits the Agency to establish user fees, with the approval of the Office of Open Records, if the Agency offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a requester. The Agency’s user fees for this service are as follows: JCJC has no Enhanced Electronic Access for public records.

# Appendix A



**STANDARD RIGHT-TO-KNOW REQUEST FORM**

**DATE REQUESTED:**

**REQUEST SUBMITTED BY:**            E-MAIL            U.S. MAIL            FAX            IN-PERSON

**NAME OF REQUESTOR (Optional):** \_\_\_\_\_

**STREET ADDRESS (Optional):** \_\_\_\_\_

**CITY/STATE/COUNTY (Required):** \_\_\_\_\_

**TELEPHONE (Optional):** \_\_\_\_\_

**RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the agency can identify the information.*

**DO YOU WANT COPIES?** YES or NO

**DO YOU WANT TO INSPECT THE RECORDS?** YES or NO

**DO YOU WANT CERTIFIED COPIES OF RECORDS?** YES or NO

**RIGHT TO KNOW OFFICER:**

**DATE RECEIVED BY THE AGENCY:**

*\*\*\*Public bodies must 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.)*