



The
DISCIPLINARY BOARD
of the Supreme Court of Pennsylvania

Attention: Document Request
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Document Request Form

Please Type or Print Clearly

Requestor Name: _____

Office Name (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____ Fax: _____

Information Requested: (attach additional page if needed)

Type of File(s) Requested:

- Paper
 Electronic

Fee Schedule
Cost Per Page \$0.25
Shipping, If Applicable (varies)

Note: Cost per page applies to both paper and electronic copies requested.

Disclaimer

1. By submitting this request, I/we agree to pay any costs incurred and understand that I/we will not receive the information described above until payment is made in full.
2. I/we understand that I/we are only able to receive documents that are public pursuant to Pa.R.D.E. 402.

Signature: _____

Date: _____

After submitting this form, it will be reviewed and upon approval, costs will be calculated. You will then receive an invoice to be paid prior to delivery.

Document Request Procedures

Certain documents filed with the Disciplinary Board of the Supreme Court of Pennsylvania are public. Some Public Reprimands and Board Reports & Recommendations can be obtained through the Disciplinary Board's website by using the "Look Up an Attorney" function here: www.padisciplinaryboard.org. Documents that are public but are not available on the website can be purchased pursuant to the procedures below.

Complete and submit a Document Request Form.

Form Instructions:

1. Complete your current **contact information**.
2. **Information Requested** – Detail the requested documents related to a specific disciplinary matter and identify the respondent/petitioner attorney.
For example: John Q. Doe, Attorney ID# 123456, Petition for Discipline, File No. 123 DB 2020
 - Documents are available to the public pursuant to the [Pennsylvania Rules of Disciplinary Enforcement 402\(a\)](#).
 - Certified Supreme Court Orders can **only** be obtained through the Supreme Court Prothonotary's Office. More information can be found here: <http://www.pacourts.us/courts/supreme-court/prothonotarys-addresses>
 - Filings and Orders from other courts must be obtained through the court of jurisdiction.
3. **Type of File** – Select the desired format for receipt of the documents.
4. **Fee Schedule** – After submitting a request, the form will be reviewed and upon approval, costs will be calculated. Staff will prepare and send an invoice to be paid prior to delivery. Costs may be paid by credit card or check/money order. A convenience fee will be assessed for all credit card transactions.
5. **Sign** and submit your completed request form by email attachment, fax, or mail as listed above. Within 3 business days, excluding weekends and Court holidays, the Disciplinary Board will acknowledge receipt of the submitted request form and provide an expected timeline for delivery.