



Public Proceeding Attendance Request Form

To be submitted at least 30 days in advance of the scheduled proceeding

Pursuant to [Rule 402\(j\)\(3\)](#) of the Pennsylvania Rules of Disciplinary Enforcement, a request for in-person access to a public proceeding other than by the parties, their attorneys, and reasonably necessary staff shall be made to the Board **at least 30 days in advance of the scheduled proceeding**.

Please note that **all** public proceedings are available for viewing on the [Board's YouTube](#) page. Due to space limitations, attendance in-person should only be requested when absolutely necessary.

- Copy of COVID-19 vaccination record attached.** It is the Disciplinary Board's policy that all in-person attendees of a public proceeding must be fully vaccinated against COVID-19 (including boosters). When submitting this request form, a copy of your vaccination record must also be submitted.

Requestor Information

Requestor Name: _____

Office Name (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____ Fax: _____

Please provide a detailed reason for the need to attend the proceeding in-person as an alternative to viewing the livestream on the [Board's YouTube](#) page (attach additional page if needed).

Public Proceeding Information

Attorney Name: _____

Disciplinary Board Docket Number: _____

Date & Time of Scheduled Proceeding: _____

Type of Proceeding (Reinstatement Hearing, Disciplinary Hearing, etc.): _____

Requestor Signature: _____

Date: _____



The
DISCIPLINARY BOARD
of the Supreme Court of Pennsylvania

Executive Office
601 Commonwealth Avenue, Suite 5600
P.O. Box 62625
Harrisburg, PA 17106-2625
Phone: (717) 231-3380
Fax: (717) 231-3381

Public Proceedings Attendance Procedures

Upon receipt, complete Public Proceeding Attendance Request forms will be distributed to applicable parties for review. A final decision will be made within 10 business days of receipt.

Procedures for Approved Attendees

It is important to note that a Disciplinary Board proceeding is conducted like a trial held in a courtroom with many of the same expectations, rules, and prohibitions. Please see the following requirements for attending a public proceeding in-person.

1. Arrive 15-30 minutes prior to the scheduled start time of the proceeding.
2. Bring a photo ID.
3. No weapons are permitted.
4. All bags are subject to inspection.
5. Turn off ALL electronic devices when in the Hearing Room.
6. Broadcasting, televising, recording, or taking photographs during a proceeding is strictly prohibited pursuant to [Pa.R.D.E. 402\(j\)\(1\)](#).
7. Be respectful of the proceeding and all parties and remain silent during the proceeding.

Agreement

If my request to attend a proceeding in-person is approved, I agree to adhere to all procedures listed above. I understand that failure to follow the procedures shall result in expulsion from the proceeding.

Requestor Signature: _____

Date: _____