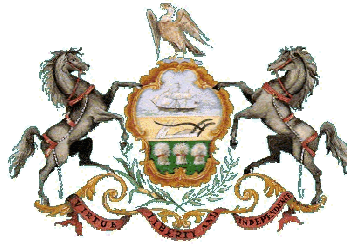


Records Manager
 610 Monroe Street
 Stroudsburg, PA 18360



Ph: (570) 517-3009
 Fax: (570) 517-3866
 Email:
 Rule509Adm@monroepacourts.us

Monroe County Court of Common Pleas

FINANCIAL RECORDS REQUEST FORM

Name of Requestor _____
 Last First Middle

Signature _____

Mailing Address _____
 Street/P.O. Box City State Zip Code

Telephone Number _____ Fax _____

E-mail Address _____

Please identify each of the financial records that are requested. It is important that your request be as specific as possible so that we may determine whether we have these documents.

Fee Schedule:

Photocopying: \$.25 per page
 Retrieval/Redaction: \$7.00 per 15 minutes

CD: \$5.00 each
 Postage: Actual Cost

Note: Standard fees are outlined above. Monroe County may levy additional fees as necessary to cover costs incurred in fulfilling specific information request. Pre-payment will be required if expected compliance cost exceeds \$100.

Official Use Only	Task	Charge	Comments
Date Received	Media/CD Cost		
Date Completed	Photocopy Cost		
Date Denied	Labor Cost Postage Cost Total Cost		