

## OPEN RECORDS POLICY

Pursuant to Pennsylvania Rule of Judicial Administration No. 509, financial records of the PA Unified Judicial System, which includes the Court of Common Pleas of Beaver County, are presumed to be open to any member of the public for inspection or copying. Financial records are defined as any account, contract, invoice or equivalent dealing with:

1. The receipt or disbursement of funds appropriated to the system; or
2. The acquisition, use or disposal of services, supplies, materials, equipment or property secured through funds appropriated to the system.

Effective January 1, 2009, summaries of all contracts and purchase orders for \$5,000 or more executed on or after July 1, 2008 are posted on the website of the Administrative Office of Pennsylvania Courts at [usjportal@pacourts.us](mailto:usjportal@pacourts.us).

A request to inspect or obtain copies of financial records pursuant to Rule 509 must be made in writing. Requests may be submitted online via email to [rule509administrator@beavercountypa.gov](mailto:rule509administrator@beavercountypa.gov), in person, by mail or by facsimile.

A public access request form, fee schedule and other information related to Rule 509 can be found via the links on this web page.

[Procedure](#)

[Request Form](#)

[Fee Schedule](#)

[Supreme Court Order](#)

[Rule of Judicial Administration 509](#)

[Contact Us](#)