Douglass Township Police Department
Crime Victims Right of Access Request Form

Date of Request: **Submitted Via:** ☐ Email ☐ U.S. Mail ☐ Fax ☐ Hand Delivery

Requesting Party Information

Name:

Client Name:

☐ Crime Victim ☐ Victim's Attorney or Estate Executor ☐ Defendant in a Civil Action ☐ Defendant's Attorney

Request Information (this section must be filled out as completely as possible to ensure efficient processing of your request)

Reason for request ☐ Pending Civil Action ☐ Preparation of a Civil Action
include provide case caption & civil docket no.

Name of Victim: Name of Suspect/Defendant:

Incident Date: Police Jurisdiction & Case No.:

Materials Requested (use additional pages, if necessary):[1]

Requested materials should be provided to:

Name: Firm:

Mailing Address:

Telephone No.:

Email:

Internal Use Only

CVRA Number:	Decision Due Date:	Criminal Case No:	Criminal Case Status
Decision:	Granted In Part/Denied In Part	Denied	
		Denial Reason	
Invoice No:	Date Payment Received:	Check No:	Check Amount:

[1] Requests for notes of testimony & court exhibits should be made to Montgomery County Clerk of Courts.

18 PA.C.S. 9158.2(B) UNSWORN STATEMENT

I, _____, hereby state as follows:

1. I am a Requesting Party or the legal representative of a Requesting Party pursuant to 18 Pa. C.S. § 9158 *et seq.*[2]
2. As described in Attachment A, the requested information is directly related to a civil action pending in a court in this Commonwealth, or material and necessary to the investigation or preparation of a civil action in this Commonwealth. 18 Pa. C.S. § 9158.2(a).
3. I understand that criminal history investigative information obtained pursuant to 18 Pa. C.S. § 9158 *et seq.* is discoverable in a civil action directly related to the crime, unless otherwise nondiscoverable or privileged from discovery. 18. Pa. C.S. § 9158.2(e).
4. I understand that information obtained pursuant to this request shall be used only in connection with an actual or potential civil action directly relating to this criminal history investigative information and that use of information to harass, intimidate, or threaten another shall constitute a criminal offense. 18 Pa. C.S. § 9158.5 (c), 18 Pa. C.S. § 9158.5 (d).
5. The statements made in this declaration are true and correct to the best of my knowledge, information and belief. I make these statements pursuant to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities).

_____ _____

Signature of Requesting Party OR
Requesting Party's Legal Representative

Date

_____ _____

(if applicable) Signature of Attorney for
Requesting Party OR Requesting Party's Legal Representative

Date

[2] A Requesting Party is defined as "a crime victim or a defendant in a civil action in which a crime victim is a party." 18 Pa. C.S. 9158.