

\_\_\_\_\_  
RTKL request tracking no.

Date received \_\_\_\_\_

5 day response date \_\_\_\_\_

Luzerne County Solicitor's Office  
Luzerne County Courthouse  
Right to Know Officer  
200 North River Street  
Wilkes-Barre, PA 18711  
Phone: 570-825-1598  
Fax: 570-820-6355

RIGHT-TO-KNOW LAW REQUEST FORM

Name of Requester: \_\_\_\_\_  
(Please Print) Last First MI

Mailing Address: \_\_\_\_\_  
Street / P.O. Box  
\_\_\_\_\_  
City State Zip Code

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please identify each of the documents that are subject to this request. You must identify these documents with sufficient specificity so we may ascertain whether we have these documents and how to locate them.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check one of the following:

- I am only requesting access to the documents identified above.
- I am only requesting a copy of the documents identified above.
- I am requesting access to the documents identified above and a copy of those documents.

If you are requesting a copy of the documents identified above, please check one of the following:

- I want a paper copy of the documents.
- I want a computer-readable copy of the documents (e.g. diskette or compact disk)
- Other (please specify):

**Note:** Requesters will be notified within thirty (30) days if their request was denied, the notification will include justification as to why it was denied.