

**Juvenile Court Judges' Commission  
Right to Know Law - Fee Structure**

<b>Record Type</b>	<b>Fee</b>
<b>Copies:</b> ( A "photocopy" is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5" x 11" page )	1 to 10 pages – No Charge 11 + pages - .25 per page
<b>Certification of a Record:</b>	\$1 per record. Please note that certification fees do not include notarization fees.
<b>Specialized Documents :</b> For example, but not limited to, blue prints, color copies, non-standard sized documents	Actual Cost
<b>Facsimile/Microfiche/Other Media:</b>	Actual Cost
<b>Redaction Fee:</b>	No Fee
<b>Conversion to Paper:</b>	If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media, unless the requester specifically requests for the record to be duplicated in the more expensive medium. (Sec. 1307(e)).
<b>Postage Fees:</b>	Fees for Postage May Not Exceed the Actual Cost of Mailing

Once the request is fulfilled and prepared for release, the Juvenile Court Judges' Commission (JCJC) requires payment for the cost of the records prior to release of the records.

**Please Also Be Advised:**

**Statutory Fees:** If a separate statute authorizes an agency to charge a set amount for a certain type of record, the agency may charge no more than that statutory amount.

**Inspection of Redacted Records:** If a requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, the agency shall redact the non-public information. An agency may not charge the requester for the redaction. However, the agency may charge for the copies it must make of the redacted material in order for the requester to view the public record. The fee structure outlined above will apply. If after inspecting the records the requester chooses to obtain the copies, no additional fee may be charged

**Prepayment:** Prior to granting a request for access in accordance with the Right to Know Law (RTKL), the Juvenile Court Judges' Commission will require the requester to prepay an estimate of the fees authorized under the law if the fees required to fulfill the request are expected to exceed \$100. No RTKL production of records shall be made when the requester owes money to the JCJC or to any executive agency in connection with another RTKL request where production was made.