



CARNEGIE MELLON UNIVERSITY POLICE DEPARTMENT CRIME VICTIM RIGHT OF ACCESS INFORMATION REQUEST FORM

Complete this form thoroughly and retain a copy; it will be required if an appeal is filed. Both pages of this form must be submitted.

In order to obtain the requested information, a requestor must demonstrate they are "a crime victim or a defendant in a civil action in which a crime victim is a party" and the requested information "is directly related to a civil action pending in a court in this Commonwealth." 18 Pa.C.S. § 9158. In the case of a request by a "**crime victim**" **only** (defined as "direct victim" as defined in 18 P.S. § 11.103), the crime victim or the crime victim's representative" can seek criminal history investigative information that "is material and necessary to the investigation or preparation of a civil action in the Commonwealth." 18 Pa.C.S. § 9158.2.

The Carnegie Mellon University Chief of Police or Office of General Counsel may also deny any request, in whole or in part, pursuant to the exceptions identified in 18 Pa.C.S. § 9158.3 and 18 Pa.C.S. § 9158.5 or for any other reason(s) authorized by relevant law.

Pursuant to 18 Pa.C.S. § 9158.7, the Carnegie Mellon University Chief of Police or Office of General Counsel is permitted to set "a reasonable fee" to process the instant request which shall be determined upon review of the instant request. Prior to delivering the requested materials, the Carnegie Mellon University Chief of Police or Office of General Counsel shall provide the amount owed and payment shall be made prior to the requested documents being delivered.

Any information provided shall be "used only in connection with an actual or potential civil action directly relating to that criminal history investigative information." In the event such information is used for an improper purpose, such a "to harass, intimidate or threaten another," the offending individual may be subject to criminal charges.

In accordance with 18 Pa.C.S. § 9158.2(c), the request must be served on the Carnegie Mellon University Chief of Police or Office of General Counsel, at the below listed address, by either **personal service or certified mail with receipt**. Service by any other method will be deemed insufficient and invalid.

The information and requirements contained herein are subject to change, without notice, and will be further amended pursuant to any rules and regulations generated by the Pennsylvania Office of the Attorney General and/or the Supreme Court of Pennsylvania.

GENERAL INFORMATION

Date of Request: _____

Submitted via (Personal Service or Certified Mail with

Receipt: _____

REQUESTOR INFORMATION

Name: _____

Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Telephone: _____ Fax: _____

RECORDS REQUESTED

A request "shall identify or describe the information sought with sufficient specificity to enable the criminal justice agency to ascertain which information is being requested." 18 Pa.C.S. 18 Pa.C.S. §9158.2. Failure to adequately identify the information with such specificity shall be grounds for denial (e.g. "all documents or information"). Provide as much specific details as possible including, but not limited to Defendant's name, Docket No., OTN: SID: Victim's Name. (Attach other pages, if necessary)

REQUESTED RETURNABLE DATE:

SERVE COMPLETED FORM VIA PERSONAL SERVICE OR CERTIFIED MAIL WITH RECEIPT TO:

CRIME VICTIM RIGHT OF ACCESS – CHIEF OF POLICE
CARNEGIE MELLON UNIVERSITY POLICE DEPARTMENT
4551 FILMORE STREET
PITTSBURGH, PA 15213

OR

CRIME VICTIM RIGHT OF ACCESS – OFFICE OF GENERAL COUNSEL
CARNEGIE MELLON UNIVERSITY OFFICE OF GENERAL COUNSEL
5000 FORBES AVE
PITTSBURGH, PA 15213



**CARNEGIE MELLON UNIVERSITY
CRIME VICTIM RIGHT OF ACCESS
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. Choose One:
☐ The requested information is directly related to a civil action pending in a court in this Commonwealth,
or
☐ The requested information is 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
Party OR Requesting Party's Legal Representative

Date Requesting

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.