



The  
**DISCIPLINARY BOARD**  
of the Supreme Court of Pennsylvania

Executive Office  
601 Commonwealth Avenue, Suite 5600  
P.O. Box 62625  
Harrisburg, PA 17106-2625  
Phone: (717) 231-3380  
Fax: (717) 231-3381

## Public Proceeding Attendance Request Form

*To be submitted at least 30 days in advance of the scheduled proceeding*

Pursuant to [Rule 402\(j\)\(3\)](#) of the Pennsylvania Rules of Disciplinary Enforcement, a request for in-person access to a public proceeding other than by the parties, their attorneys, and reasonably necessary staff shall be made to the Board **at least 30 days in advance of the scheduled proceeding**.

Please note that **all** public proceedings are available for viewing on the [Board's YouTube](#) page. Due to space limitations, attendance in-person should only be requested when absolutely necessary.

### Requestor Information

Requestor Name: \_\_\_\_\_

Office Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please provide a detailed reason for the need to attend the proceeding in-person as an alternative to viewing the livestream on the [Board's YouTube](#) page (attach additional page if needed).

### Public Proceeding Information

Attorney Name: \_\_\_\_\_

Disciplinary Board Docket Number: \_\_\_\_\_

Date & Time of Scheduled Proceeding: \_\_\_\_\_

Type of Proceeding (Reinstatement Hearing, Disciplinary Hearing, etc.): \_\_\_\_\_

Requestor Signature: \_\_\_\_\_

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



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## **Public Proceedings Attendance Procedures**

Upon receipt, complete Public Proceeding Attendance Request forms will be distributed to applicable parties for review. A final decision will be made within 10 business days of receipt.

### **Procedures for Approved Attendees**

It is important to note that a Disciplinary Board proceeding is conducted like a trial held in a courtroom with many of the same expectations, rules, and prohibitions. Please see the following requirements for attending a public proceeding in-person.

1. Arrive 15-30 minutes prior to the scheduled start time of the proceeding.
2. Bring a photo ID.
3. No weapons are permitted.
4. All bags are subject to inspection.
5. Turn off ALL electronic devices when in the Hearing Room.
6. Broadcasting, televising, recording, or taking photographs during a proceeding is strictly prohibited pursuant to [Pa.R.D.E. 402\(j\)\(1\)](#).
7. Be respectful of the proceeding and all parties and remain silent during the proceeding.

### **Agreement**

If my request to attend a proceeding in-person is approved, I agree to adhere to all procedures listed above. I understand that failure to follow the procedures shall result in expulsion from the proceeding.

**Requestor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_