

**NOTICE OF APPEAL FROM**  
**DISTRICT JUSTICE JUDGMENT**

**IT IS STRONGLY RECOMMENDED  
THAT YOU CONSULT AN ATTORNEY**

**DISCLAIMER**

THE STAFF IN ANY COURT OFFICE ARE NOT PERMITTED TO GIVE YOU LEGAL ADVICE. THE INFORMATION IN THIS PACKET IS NOT A SUBSTITUTE FOR PROFESSIONAL LEGAL ADVICE. THE COURT ASSUMES NO RESPONSIBILITY AND ACCEPTS NO LIABILITY FOR ACTIONS TAKEN BY USERS OF THESE DOCUMENTS, INCLUDING RELIANCE ON THEIR CONTENTS. IF YOU WANT TO OBTAIN THE SERVICES OF AN ATTORNEY, BUT DO NOT KNOW WHOM TO CONTACT, YOU MAY OBTAIN A LIST OF ATTORNEYS PRACTICING IN WYOMING COUNTY FROM THE PROTHONOTARY WEBSITE.

**\*THE PROTHONOTARY STAFF IS UNABLE TO ASSIST YOU IN  
COMPLETING THIS FORM AND WE STRONGLY SUGGEST  
YOU CONTACT AN ATTORNEY\***

**INSTRUCTIONS FOR FILING A NOTICE OF APPEAL FROM A MAGISTERIAL  
DISTRICT JUDGE**

These instructions do not replace the PA Rules of Civil Procedure which govern the filing of MDJ Appeals.

1. Complete the Notice of Appeal form, along with the Civil Cover Sheet and Certificate of Compliance.  
You are the Appellant.  
All information needed is found on the MDJ Judgment. The caption of the appeal case will remain the same as it appears on the MDJ Judgment. (Plaintiff vs. Defendant) and a copy of the Judgment **MUST** be attached.  
See Sample Notice of Appeal from District Judge Judgment.
2. Make 4 copies of the appeal after it has been completed (prior to filing).
3. File the appeal (original plus 4 copies) in the Prothonotary's Office, with a copy of the Judgment from the Magisterial District Court. The filing fee in the amount of \$135.00\* must accompany the filing. Acceptable method of payments are cash, money order or check.
4. After the appeal is filed, it is the Appellant's responsibility to serve the copies of the appeal on the opposing parties. This will be the Appellee (or the attorney representing the Appellee) and the Magisterial District Court by personal service or certified mail. Our office will forward a copy to the Court Administrator on your behalf.
5. You will then complete the Proof of Service form that was included with the appeal, make a copy for your records and file the original with the Prothonotary's Office **within 10 days**. If service has been made by certified mail, attach the slips from the Post Office to the Proof of Service form. If your green cards are not received yet, you can bring them into the Prothonotary's Office or mail them when received. Make sure your case no. is on the cards.

If you are unable to afford the Appeal filing fee of \$135.00, the filing fee may be waived by Order of the Court of Common Pleas pending sufficient evidence of the inability to pay. To demonstrate inability to pay, defendants must complete an In Forma Pauperis Petition. The Appeal form must accommodate said Petition. If you are granted In Forma Pauperis and the filing fee is waived, you must then file the original and serve the Appeal.

Supreme Court of Pennsylvania

Court of Common Pleas  
Civil Cover Sheet

County

For Prothonotary Use Only:

Docket No:

7/14/11 ST. 111

The information collected on this form is used solely for court administration purposes. This form does not supplement or replace the filing and service of pleadings or other papers as required by law or rules of court.

**Commencement of Action:**

Complaint       Writ of Summons  
 Transfer from Another Jurisdiction

Petition  
 Declaration of Taking

Lead Plaintiff's Name:

Lead Defendant's Name:

Are money damages requested?  Yes  No

Dollar Amount Requested:  
(check one)  within arbitration limits  
 outside arbitration limits

Is this a *Class Action Suit*?  Yes  No

Is this an *MDJ Appeal*?  Yes  No

Name of Plaintiff/Appellant's Attorney:

Check here if you have no attorney (are a Self-Represented [Pro Se] Litigant)

**Nature of the Case:** Place an "X" to the left of the ONE case category that most accurately describes your **PRIMARY CASE**. If you are making more than one type of claim, check the one that you consider most important.

**TORT (do not include Mass Tort)**

Intentional  
 Malicious Prosecution  
 Motor Vehicle  
 Nuisance  
 Premises Liability  
 Product Liability (*does not include mass tort*)  
 Slander/Libel/ Defamation  
 Other:

**CONTRACT (do not include Judgments)**

Buyer Plaintiff  
 Debt Collection: Credit Card  
 Debt Collection: Other

**CIVIL APPEALS**

Administrative Agencies  
 Board of Assessment  
 Board of Elections  
 Dept. of Transportation  
 Statutory Appeal: Other

**MASS TORT**

Asbestos  
 Tobacco  
 Toxic Tort - DES  
 Toxic Tort - Implant  
 Toxic Waste  
 Other:

**REAL PROPERTY**

Ejectment  
 Eminent Domain/Condemnation  
 Ground Rent  
 Landlord/Tenant Dispute  
 Mortgage Foreclosure: Residential  
 Mortgage Foreclosure: Commercial  
 Partition  
 Quiet Title  
 Other:

**MISCELLANEOUS**

Common Law/Statutory Arbitration  
 Declaratory Judgment  
 Mandamus  
 Non-Domestic Relations  
    Restraining Order  
 Quo Warranto  
 Replevin  
 Other:

**PROFESSIONAL LIABILITY**

Dental  
 Legal  
 Medical  
 Other Professional:

## COMMONWEALTH OF PENNSYLVANIA

## COURT OF COMMON PLEAS

Judicial District, County of

## NOTICE OF APPEAL

FROM

## MAGISTERIAL DISTRICT JUDGE JUDGMENT

COMMON PLEAS No.

## NOTICE OF APPEAL

Notice is given that the appellant has filed in the above Court of Common Pleas an appeal from the judgment rendered by the Magisterial District Judge on the date and in the case referenced below.

NAME OF APPELLANT	MAG. DIST. NO.	NAME OF MDJ	
ADDRESS OF APPELLANT	CITY		STATE ZIP CODE
DATE OF JUDGMENT	IN THE CASE OF (Plaintiff) (Defendant)		
DOCKET No.	vs SIGNATURE OF APPELLANT OR ATTORNEY OR AGENT		
This block will be signed ONLY when this notation is required under Pa. R.C.P.M.D.J. No. 1008. This Notice of Appeal, when received by the Magisterial District Judge, will operate as a SUPERSEDEAS to the judgment for possession in this case.		If appellant was Claimant (see Pa. R.C.P.M.D.J. No. 1001(6)) in action before a Magisterial District Judge, A COMPLAINT MUST BE FILED within twenty (20) days after filing the NOTICE of APPEAL.	
_____ Signature of Prothonotary or Deputy			

## PRAECIPE TO ENTER RULE TO FILE COMPLAINT AND RULE TO FILE

(This section of form to be used ONLY when appellant was DEFENDANT (see Pa.R.C.P.M.D.J. No. 1001(7)) in action before Magisterial District Judge. IF NOT USED, detach from copy of notice of appeal to be served upon appellee.

## PRAECIPE: To Prothonotary

Enter rule upon \_\_\_\_\_, appellee(s), to file a complaint in this appeal  
 Name of appellee(s)  
 (Common Pleas No. \_\_\_\_\_) within twenty (20) days after service of rule or suffer entry of judgment of non pros.

\_\_\_\_\_  
Signature of appellant or attorney or agent

RULE: To \_\_\_\_\_, appellee(s)  
 Name of appellee(s)

(1) You are notified that a rule is hereby entered upon you to file a complaint in this appeal within twenty (20) days after the date of service of this rule upon you by personal service or by certified or registered mail.

(2) If you do not file a complaint within this time, a JUDGMENT OF NON PROS MAY BE ENTERED AGAINST YOU.

(3) The date of service of this rule if service was by mail is the date of the mailing.

Date: \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Prothonotary or Deputy

## YOU MUST INCLUDE A COPY OF THE NOTICE OF JUDGMENT/TRANSCRIPT FORM WITH THIS NOTICE OF APPEAL.

The appellee and the magisterial district judge in whose office the judgment was rendered must be served with a copy of this Notice pursuant to Pa.R.C.P.M.D.J. 1005(A).

**PROOF OF SERVICE OF NOTICE OF APPEAL AND RULE TO FILE COMPLAINT**

(This proof of service must be filed within 10 days after  
filling of the notice of appeal)

I hereby certify that I served the Notice of Appeal, Common Pleas No. \_\_\_\_\_, upon the Magisterial District Judge designated therein on \_\_\_\_\_, \_\_\_\_\_ by

personal service, or  
 certified or registered mail, sender's receipt attached hereto,

and upon the appellee, \_\_\_\_\_, on \_\_\_\_\_, \_\_\_\_\_ by

personal service, or  
 certified or registered mail, sender's receipt attached hereto,

I verify that the statements herein are true and correct. I understand that false statements herein are made subject to the penalties of Section 4904 of the Crimes Code (18 Pa.C.S. § 4904) relating to unsworn falsification to authorities..

By: \_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

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

CERTIFICATE OF COMPLIANCE

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

Submitted by: \_\_\_\_\_

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

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

Attorney No. (if applicable): \_\_\_\_\_

SAMPLE

COMMONWEALTH OF PENNSYLVANIA

COURT OF COMMON PLEAS

Judicial District, County of

(Fill in name of County in which  
appeal is filed)

NOTICE OF APPEAL

FROM

MAGISTERIAL DISTRICT JUDGE JUDGMENT

COMMON PLEAS No.

NOTICE OF APPEAL

Notice is given that the appellant has filed in the above Court of Common Pleas an appeal from the judgment rendered by the Magisterial District Judge on the date and in the case referenced below.

NAME OF APPELLANT (Your name or name of anyone else appeal by)	MAG. DIST. NO. # of DJ	NAME OF MDJ Name of District Judge
ADDRESS OF APPELLANT Your address	CITY	STATE ZIP CODE
DATE OF JUDGMENT Furnished DJ Judgment t)	IN THE CASE OF (Plaintiff) Name of case in District Court - other side vs you	(Defendant) Signature of Appellant or Attorney or Agent (Sign here)
DOCKET No.		
(Take from Notice of Judgment/Transcript form)		

This block will be signed ONLY when this notation is required under Pa. R.C.P.M.D.J. No. 1008.  
This Notice of Appeal, when received by the Magisterial District Judge, will operate as a SUPERSEDEAS to the judgment for possession in this case.

(Only signed by Prothonotary or Deputy  
Tenent appeal when rent not paid)  
Signature of Prothonotary or Deputy

If appellant was Claimant (see Pa. R.C.P.M.D.J. No. 1001(B)) in action before a Magisterial District Judge, A COMPLAINT MUST BE FILED within twenty (20) days after filing the NOTICE of APPEAL.

PRAECIPE TO ENTER RULE TO FILE COMPLAINT AND RULE TO FILE

(This section of form to be used ONLY when appellant was DEFENDANT (see Pa.R.C.P.M.D.J. No. 1001(7) in action before Magisterial District Judge. IF NOT USED, detach from copy of notice of appeal to be served upon appellee.

PRAECIPE: To Prothonotary

Enter rule upon (Write in name of other side here) appellee(s), to file a complaint in this appeal

(Common Pleas No. (Will be assigned when appeal filed)) within twenty (20) days after service of rule or suffer entry of judgment of non pros.

(You sign here)  
Signature of appellant or attorney or agent

RULE: To (Write in the name of other side) appellee(s)  
Name of appellee(s)

(1) You are notified that a rule is hereby entered upon you to file a complaint in this appeal within twenty (20) days after the date of service of this rule upon you by personal service or by certified or registered mail.

(2) If you do not file a complaint within this time, a JUDGMENT OF NON PROS MAY BE ENTERED AGAINST YOU.

(3) The date of service of this rule if service was by mail is the date of the mailing.

Date: \_\_\_\_\_, 20 \_\_\_\_\_

Signature of Prothonotary or Deputy

**YOU MUST INCLUDE A COPY OF THE NOTICE OF JUDGMENT/TRANSCRIPT FORM WITH THIS NOTICE OF APPEAL.**  
The appellee and the magisterial district judge in whose office the judgment was rendered must be served with a copy of this Notice pursuant to Pa.R.C.P.M.D.J 1005(A).

# SAMPLE

## PROOF OF SERVICE OF NOTICE OF APPEAL AND RULE TO FILE COMPLAINT

(This proof of service must be filed within 10 days after  
filling of the notice of appeal)

I hereby certify that I served the Notice of Appeal, Common Pleas No. [1],  
upon the Magisterial District Judge designated therein on [2], \_\_\_\_\_ by

- personal service, or
- certified or registered mail, sender's receipt attached hereto,

and upon the appellee, Name of other side, on [3], \_\_\_\_\_ by

- personal service, or
- certified or registered mail, sender's receipt attached hereto,

I verify that the statements herein are true and correct. I understand that false statements herein are made subject to the penalties of Section 4904 of the Crimes Code (18 Pa.C.S. § 4904) relating to unsworn falsification to authorities..

By: \_\_\_\_\_  
Name

(Sign your name here)  
Signature

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

[1] Fill in the Case # assigned by the Prothonotary  
(It will be on the Notice of Appeal)

[2] Fill in the date you gave or sent the papers to the  
District Judge, and check the box to show  
how you did it.

[3] Fill in the date you gave or sent the papers to the  
other side and check the box to show how you  
did it.

AOPC 312A-05

Remember to attach your white receipts for  
certified mail!