



**COUNTY OF  
MONTGOMERY**

COURT HOUSE  
PO BOX 311  
NORRISTOWN, PENNSYLVANIA

**OFFICE OF CLERK OF COURTS**

CLERK OF COURTS  
LORI SCHREIBER

FIRST DEPUTY  
JIMMY DIPLACIDO

SECOND DEPUTY/ADMIN. ASST.  
LINDA SULOCK

(610) 278-3346  
FAX (610) 292-2153

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**MOTION TO FILE SUMMARY APPEAL/ NUNC PRO TUNC**

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A Motion to File Summary Appeal Nunc Pro Tunc must be filed if the 30-day time period for filing a Summary Appeal has expired. The purpose of the Motion is to request that the Court grants you permission to file a late Appeal. The 30-day time period runs from the date of the Magisterial District Justice's ruling.

You must file a completed Summary Appeal form along with the Motion to File Nunc Pro Tunc.

A non-refundable filing fee of \$87.00 must be paid at the time of filing. Payment must be made by Money Order, payable to the Clerk of Courts.

If the Motion is denied, you will be found guilty and billed for any outstanding costs.

If the Motion is granted, the Summary Appeal will then be automatically filed. You will be notified by the Court Administrator's Office of your hearing date. If you have questions regarding the court date you can call **610-278-3224**.

You must notify the Clerk of Court's office and the District Attorney's office in writing if you move. Changes of Address forms are available on the Clerk of Courts website at: [coc.montcopa.org](http://coc.montcopa.org).

Please refer to your paperwork from the Magisterial District Court. If you do not have these documents contact the lower court. (See attached contact information). To obtain the lower court information electronically, please visit: [Ujsportal.pacourts.us](http://Ujsportal.pacourts.us) website.

Please refer to the sample of Motions to file Summary Appeal/ Nunc Pro Tunc and the sample of Certificate of Service if in need of assistance.

If you have any questions, please contact the Summary Appeal Clerk at **610-278-3346**.

If you are found not guilty and/or charges are withdrawn/ dismissed in the Court of Common Pleas, you will receive a refund of any monies paid to the Magisterial District Court. The filing fee paid to the Clerk of Courts is non-refundable.

If you are found Guilty, you will be billed for any outstanding costs.

PennDOT will be notified automatically regarding the outcome of your case. If you have any questions regarding points or a possible license suspensions call PennDOT at **1-800-932-4600**.

**Important Note: Petitions missing the issuing authority docket number, magisterial district number and payment will be returned.**

<p><b>ÁLFARANO, MARC A</b> 38-1-01  160 W. Germantown Pike, Ste. D-5  Norristown, PA 19401-1386  Ph: 610.272.3029, 4077  610.313.9126  Fx: 610.272.5080  (East Norriton Township)</p>	<p><b>KROPP SR., EDWARD C.</b> 38-1-12  1 Security Plaza, Ste 102  Pottstown, PA 19464-3211  Ph: 610.326.9274, 8297  (Lower Pottsgrove Township)</p>	<p><b>PALLADINO, SCOTT T.</b> 38-1-11  1 Security Plaza, Suite 101  Pottstown, PA 19464-5499  Ph: 610.326.9271, 9458, 1712  Fx: 610.326.4179  (Pottstown Borough)</p>
<p><b>AUGUSTINE, ALBERT J.</b> 38-1-24  840 HARLEYSVILLE PK, STE 2  HARLEYSVILLE, PA 19438  PH: 610.584.4732, 4746  FX: 610.584.4751  (FRANCONIA TOWNSHIP)</p>	<p><b>LAWRENCE, FRANCIS JR.</b> 38-1-15  601 DeKalb Street, Suite 300  Norristown, PA 19401-4675  Ph: 610.279.3332, 5178, 0763  Fx: 610.279.3010  (Norristown Borough)</p>	<p><b>PRICE, JUANITA A.</b> 38-1-05  117 York Road, Suite 100C  Jenkintown, PA 19046  Ph: 215.885.4120, 4121  215.572.6348  Fx: 215.885.2190  (Abington Township)</p>
<p><b>BERNHARDT, FRANCIS J.</b> 38-1-13  Building "B" Suite 101  625 West Ridge Pike  Conshohocken, PA 19428-1188  Ph: 610.828.0278, 0751, 5165  Fx: 610.828.6722  (Plymouth Township)</p>	<p><b>LEO, PAUL N.</b> 38-1-14  420 S. York Road, Condo C-F  Hatboro, PA 19040-3989  Ph: 215.957.5935, 5936  Fx: 215.957.5937  (Hatboro Borough)</p>	<p><b>QUINN, MICHAEL P.</b> 38-1-07  925 Montgomery Ave, Ste 300  Narberth, PA 19072  Ph: 610.896.8585  610.642.5270, 5271  Fx: 610.896.8601  (Lower Merion Township)</p>
<p><b>CERSKI, CHRISTOPHER J.</b> 38-1-03  117 York Road, Ste 100-A  Jenkintown, PA 19046  Ph: 215.885.4796, 4380  Fx: 215.884.6530  (Jenkintown Borough)</p>	<p><b>Leonard, Suzan G.</b> 38-1-21  Blue Bell West, 653 Skippack Pike, Ste 101  Blue Bell, PA 19422-1793  Ph: 215.646.8201, 8202, 8203  Fx: 215.646.4156  (Whitpain Township)</p>	<p><b>REBAR, CATHLEEN K.</b> 38-1-20  133 Level Road  Collegeville, PA 19426-3313  Ph: 610.409.2515, 2516, 2714  Fx: 610.409.2517  (Lower Providence Township)</p>
<p><b>COGGINS, MAUREEN C.</b> 38-2-02  80 H. Gravel Pike, Suite 100  Red Hill, PA 18076  Ph: 215.679.5811, 4568, 6496  Fx: 215.679.7561  (Upper Hanover Township)</p>	<p><b>LEVINE, EDWARD</b> 38-1-28  430-440 Pennbrook Parkway  Lansdale, PA 19446-2007  Ph: 215.393.7534, 7535  215.855.7364  Fx: 215.393.7536  (Lansdale Borough)</p>	<p><b>SAYLOR, MAURICE J.</b> 38-2-03  1050 E. Philadelphia Ave, Ste 20  Gilbertsville, PA 19525-9667  Ph: 610.326.1145, 4213, 1711  Fx: 610.326.6513  (New Hanover Township)</p>
<p><b>DUFFY, ANDREA</b> 38-1-18  271 Bethlehem Pike  Suite 105  Colmar, PA 18915  Ph: 215.855.3946, 9588  Fx: 215.855.1975  (Montgomery Township)</p>	<p><b>LUKENS, DEBORAH A.</b> 38-1-23  4002 Center Avenue  Lafayette Hill, PA 19444-0231  Ph: 610.828.5226, 5232, 5018  Fx: 610.828.0446  (Whitemarsh Township)</p>	<p><b>SCHIRESON, HENRY</b> 38-1-06  925 Montgomery Avenue, Ste 100  Narberth, PA 19072-1913  Ph: 610.664.5262, 6026, 1820  Fx: 610.667.3120  (Lower Merion Township)</p>
<p><b>FREIDENBERG, JAY S.</b> 38-2-08  102 York Road, Suite 100  Willow Grove, PA 19090-3294  Ph: 215.659.6840, 6843  215.784.5418  Fx: 215.659.6903  (Upper Moreland Township)</p>	<p><b>MARUSZCZAK, WM. I</b> 38-1-09  168 Allendale Road  King of Prussia, PA 19406  Ph: 610.265.3950, 3951, 8034  Fx: 610.265.8932  (Upper Merion Township)</p>	<p><b>SCOTT, GREGORY</b> 38-2-09  601 DeKalb Street, Suite 100  Norristown, PA 19401  Ph: 610.945.9156  Fx: 610.994.2882  (Norristown Borough)</p>
<p><b>GALLAGHER, JAMES P.</b> 38-1-25  128 West Fourth Street  Bridgeport, PA 19405-1802  Ph: 610.277.3377, 3378  610.313.9028  Fx: 610.277.3379 (Bridgeport Borough)</p>	<p><b>MCGILL, CATHERINE E.</b> 38-1-08  1316 Bruce Road  Oreland, PA 19075-1899  Ph: 215.572.7845, 7847, 5019  Fx: 215.572.7891  (Springfield Township)</p>	<p><b>WELSH, RICHARD H.</b> 38-1-19  497 West Ridge Pike  Limerick, PA 19468-1415  Ph: 610.495.8440, 8441, 9556  Fx: 610.495.8442  (Limerick Township)</p>
<p><b>HUNSICKER, MARGARET</b> 38-1-16  601 DeKalb Street Suite 200  Norristown, PA 19401-3310  Ph: 610.279.6226, 9225  610.278.1190  Fx: 610.279.2423  (Norristown Borough)</p>	<p><b>MCHUGH CASEY, ELIZABETH</b> 38-1-02  117 York Rd, Ste 100B  Jenkintown, PA 19046  Ph: 215.635.1535, 0656, 2154  Fx: 215.635.2256  (Cheltenham Township)</p>	<p><b>ZAFFARANO, PATRICIA</b> 38-1-10  1301 S. Bethlehem Pike  Ambler, PA 19002-5894  Ph: 215.542.1262, 1263,  Fx: 215.646.3588  (Upper Dublin Township)</p>
<p><b>KESSLER, JOHN D.</b> 38-1-04  1150 Old York Road  Abington, PA 19001-2606  Ph: 215.887.2362, 2363  215.572.5348  Fx: 215.887.2364  (Abington Township)</p>	<p><b>NESBITT, HARRY J. 3<sup>RD</sup></b> 38-1-22  903 Sheehy Drive, Suite A  Babylon Business Campus  Horsham, PA 19044-1231  Ph: 215.675.2040, 2041, 2730  Fx: 215.675.2344  (Horsham Township)</p>	<p><b>ZUCKER, KAREN EISNER</b> 38-2-04  925 Montgomery Avenue  Suite 200  Narberth, PA 19072-1913  Ph: 610.668.1201, 1202, 1203  Fx: 610.668.1204  (Lower Merion Township)</p>

**SAMPLE ONLY**

**IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA  
CRIMINAL ACTION - LAW**

COMMONWEALTH OF PENNSYLVANIA : Magisterial District Court No.: 38- # - # #

v.

: Magisterial District Court Docket No.:

(NT or TR DOCKET NUMBER)

PRINT YOUR NAME

Defendant

**MOTION TO FILE SUMMARY APPEAL  
NUNC PRO TUNC**

Type or write an explanation of the reason you did not file your Summary Appeal within the time period provided by law and the reason that you want to appeal your conviction for summary offense(s).

SIGN YOUR NAME

Signature

PRINT YOUR NAME

Printed Name

PRINT YOUR ADDRESS

Address

YOUR PHONE NUMBER

Phone

TODAY'S DATE

Date

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA  
CRIMINAL ACTION – LAW

COMMONWEALTH OF PENNSYLVANIA : Magisterial District Court No.: 38-\_\_\_\_-\_\_\_\_

v.

: Magisterial District Court Docket No.:

(NT or TR \_\_\_\_\_)

\_\_\_\_\_  
Defendant

MOTION TO FILE SUMMARY APPEAL  
NUNC PRO TUNC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

**SAMPLE ONLY**

**IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA  
CRIMINAL ACTION – LAW**

COMMONWEALTH OF PENNSYLVANIA : DOCKET NO.: MD - LEAVE BLANK

v. :

PRINT YOUR NAME :  
Defendant

**CERTIFICATE OF SERVICE**

I, PRINT YOUR NAME, the undersigned, hereby state that I served, on the date set forth below, a copy of "MOTION TO FILE SUMMARY APPEAL NUNC PRO TUNC" and the scheduling date of LEAVE BLANK, 20\_\_\_, upon the Montgomery County District Attorney's Office, Fourth Floor, Court House, Norristown, PA 19404.

I verify that that statements made in this Certificate of Service are true and correct. I understand that false statements herein made are subject to the penalties of 18 Pa. C.S. Section 4904, relating to unsworn falsifications to authorities.

SIGN YOUR NAME  
Signature

TODAY'S DATE  
Date

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA  
CRIMINAL ACTION – LAW

COMMONWEALTH OF PENNSYLVANIA : DOCKET NO.: MD - \_\_\_\_\_

v. :

\_\_\_\_\_  
Defendant

**CERTIFICATE OF SERVICE**

I, \_\_\_\_\_, the undersigned, hereby state that I served, on the date set forth below, a copy of "MOTION TO FILE SUMMARY APPEAL NUNC PRO TUNC" and the scheduling date of \_\_\_\_\_, 20\_\_\_\_, upon the Montgomery County District Attorney's Office, Fourth Floor, Court House, Norristown, PA 19404.

I verify that that statements made in this Certificate of Service are true and correct. I understand that false statements herein made are subject to the penalties of 18 Pa. C.S. Section 4904, relating to unsworn falsifications to authorities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# SAMPLE ONLY

Commonwealth of Pennsylvania  
Court of Common Pleas  
County of: MONTGOMERY  
38TH Judicial District



## Notice of Appeal from Summary Criminal Conviction

Name and Address of Appellant: <u>YOUR NAME</u>
<u>ADDRESS</u>
<u>CITY</u>
<u>STATE</u> Zip: _____

Date: <u>TODAY'S DATE</u>
Issuing Authority Docket No: <u>TR# OR NT#</u>
Citation No: <u>ON TICKET ISSUED</u>
Magisterial District No: <u>38 - # - ##</u>

A sentence of GUILTY was imposed  
on: COURT DATE FROM DISTRICT COURT . Offense(s) of which convicted: WHAT YOU WERE CHARGED WITH  
AT THE MAGISTERIAL DISTRICT COURT

Grounds relied upon for appeal (except when the appeal is from a guilty plea or a conviction): WHY ARE YOU FILING  
A SUMMARY APPEAL

Date of entry of guilty plea, the conviction, or other final order from which appeal is taken: \_\_\_\_\_

Name and mailing address of affiant as shown on citation or complaint:
<u>POLICE DEPARTMENT</u>
<u>POLICE OFFICER'S NAME</u>
_____
_____ Zip: _____

If sentence includes fines, costs or restitution, amount paid, if any:
<u>ANY MONEY PAID TO DISTRICT COURT</u>
Type or amount of bail or collateral furnished to issuing authority, if any:
_____

Name and mailing address of issuing authority:
<u>HONORABLE</u>
<u>ADDRESS</u>
<u>CITY</u>
<u>STATE</u>
Zip: _____ Phone No: _____

Name and address of attorney filing notice of appeal:
(signature) _____
(printed name) _____
_____ Zip: _____
Supreme Court ID No: _____
Phone No: _____ Fax No: _____

### NOTICE TO DEFENDANT:

If your appeal is from a motor vehicle conviction other than parking, have the clerk of courts certify this copy and mail to the following address:

PennDOT  
Bureau of Driver's License  
PO Box 68618  
Harrisburg, PA 17106

I hereby certify that an appeal has been filed in the above-captioned case.

\_\_\_\_\_  
Clerk Of Courts



Commonwealth of Pennsylvania  
Court of Common Pleas  
County of: \_\_\_\_\_



Notice of Appeal from Summary  
Criminal Conviction

Judicial District \_\_\_\_\_

Name and Address of Appellant:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Zip: \_\_\_\_\_

Date: \_\_\_\_\_  
Issuing Authority Docket No: \_\_\_\_\_  
Citation No: \_\_\_\_\_  
Magisterial District No: \_\_\_\_\_

A sentence of \_\_\_\_\_ was imposed  
on: \_\_\_\_\_ . Offense(s) of which convicted: \_\_\_\_\_

Grounds relied upon for appeal (except when the appeal is from a guilty plea or a conviction): \_\_\_\_\_

Date of entry of guilty plea, the conviction, or other final order from which appeal is taken: \_\_\_\_\_

Name and mailing address of affiant as shown on  
citation or complaint:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Zip: \_\_\_\_\_

If sentence includes fines, costs or restitution,  
amount paid, if any:  
\_\_\_\_\_  
Type or amount of bail or collateral furnished to  
issuing authority, if any:  
\_\_\_\_\_

Name and mailing address of issuing authority:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Zip: \_\_\_\_\_ Phone No: \_\_\_\_\_

Name and address of attorney filing notice of appeal:  
(signature) \_\_\_\_\_  
(printed name) \_\_\_\_\_  
\_\_\_\_\_  
Zip: \_\_\_\_\_  
Supreme Court ID No: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**NOTICE TO DEFENDANT:**

If your appeal is from a motor vehicle conviction other than parking, have the clerk of courts certify this copy and mail to the following address:

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Bureau of Driver's License  
PO Box 68618  
Harrisburg, PA 17106

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\_\_\_\_\_  
Clerk Of Courts



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**COUNTY OF  
MONTGOMERY**

COURT HOUSE  
PO BOX 311  
NORRISTOWN, PENNSYLVANIA

DEFENDANT'S VITAL STATISTICS

1. NAME \_\_\_\_\_

2. CURRENT ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_

3. DATE OF BIRTH \_\_\_\_\_

4. RACE \_\_\_\_\_ 5. SEX \_\_\_\_\_ 6. AGE \_\_\_\_\_

7. WEIGHT \_\_\_\_\_ 8. HEIGHT \_\_\_\_\_

9. SPECIAL PHYSICAL CHARACTERISTICS (SCARS, TATOOS, ETC.) \_\_\_\_\_

\_\_\_\_\_