



**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 SULLOCK

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

PROCEDURE FOR FILING A SUMMARY APPEAL

All summary appeals **MUST** be filed within **30 days** from the date of the decision by the Magisterial District Court, which is the date of the hearing before the Magisterial District Judge.

Note: If you are past your 30 day window, please see the Motion to File Summary Appeal/ Nunc Pro Tunc packet.

1. There is a **NON-REFUNDABLE** filing fee of **\$63.25** that must be paid at the time of filing the summary appeal, unless permission to file without paying the fee was previously granted by the Common Pleas Court. Payment can be in the form of cash, money order or credit card. (Cardholder must be present.) **We do not accept personal checks or American Express.**

2. Attached is a SAMPLE of how to fill out the Summary Appeal form along with the information for the Magisterial District Courts. Please refer to your paperwork from the Magisterial District Court. If you do not have this information, contact the lower court. (See attached contact information) To obtain the lower court information electronically, please visit: ujportal.pacourts.us website.

3. If the summary offense conviction you are appealing involves a traffic violation for which your license may be suspended, please fill out the Request for Delay of License Suspension form in this packet. We will then send a certified copy of your appeal to Penn Dot. **Note:** This is an additional cost of **\$6.80** making the **\$63.25** filing fee become **\$70.05**. If you don't have us mail on your behalf you are responsible for mailing the certified copy of your appeal and cover sheet to PennDOT. If you have any questions regarding points and possible license suspension, call PennDOT at **1-800-932-4600**.

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

Our mailing address is: *Clerk of Courts*
P.O Box 311
Norristown, PA 19404

4. If you are found “Not Guilty” or charges are withdrawn or dismissed in the Court of Common Pleas, you will receive a refund of any monies paid to the Magisterial District Court. The filing fee payable to the Clerk of Courts is non-refundable. If you are found Guilty, you will be billed for any outstanding costs.

5. **Questions about your court date?** Contact Court Administration at 610-278-3224.

6. You must notify Clerk of Court’s office and the District Attorney’s office if you move. Changes of Address Forms are available on the Clerk of Court’s website: **coc.montcopa.org**

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

NOTE: License Suspensions Appeals are not filed with the Clerk of Courts. They are filed with the Prothonotary Office of the County in which you reside.

ALFARANO, MARC A 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)	KROPP SR., EDWARD C. 38-1-12 1 Security Plaza, Ste 102 Pottstown, PA 19464-3211 Ph: 610.326.9274, 8297 (Lower Pottsgrove Township)	PALLADINO, SCOTT T. 38-1-11 1 Security Plaza, Suite 101 Pottstown, PA 19464-5499 Ph: 610.326.9271, 9458, 1712 Fx: 610.326.4179 (Pottstown Borough)
AUGUSTINE, ALBERT J. 38-1-24 840 HARLEYSVILLE PK, STE 2 HARLEYSVILLE, PA 19438 PH: 610.584.4732, 4746 FX: 610.584.4751 (FRANCONIA TOWNSHIP)	LAWRENCE, FRANCIS JR. 38-1-15 601 DeKalb Street, Suite 300 Norristown, PA 19401-4675 Ph: 610.279.3332, 5178, 0763 Fx: 610.279.3010 (Norristown Borough)	PRICE, JUANITA A. 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)
BERNHARDT, FRANCIS J. 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)	LEO, PAUL N. 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)	QUINN, MICHAEL P. 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)
CERSKI, CHRISTOPHER J. 38-1-03 117 York Road, Ste 100-A Jenkintown, PA 19046 Ph: 215.885.4796, 4380 Fx: 215.884.6530 (Jenkintown Borough)	Leonard, Suzan G. 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)	REBAR, CATHLEEN K. 38-1-20 133 Level Road Collegeville, PA 19426-3313 Ph: 610.409.2515, 2516, 2714 Fx: 610.409.2517 (Lower Providence Township)
COGGINS, MAUREEN C. 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)	LEVINE, EDWARD 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)	SAYLOR, MAURICE J. 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)
DUFFY, ANDREA 38-1-18 271 Bethlehem Pike Suite 105 Colmar, PA 18915 Ph: 215.855.3946, 9588 Fx: 215.855.1975 (Montgomery Township)	LUKENS, DEBORAH A. 38-1-23 4002 Center Avenue Lafayette Hill, PA 19444-0231 Ph: 610.828.5226, 5232, 5018 Fx: 610.828.0446 (Whitemarsh Township)	SCHIRESON, HENRY 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)
FREIDENBERG, JAY S. 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)	MARUSZCZAK, WM. I 38-1-09 168 Allendale Road King of Prussia, PA 19406 Ph: 610.265.3950, 3951, 8034 Fx: 610.265.8932 (Upper Merion Township)	SCOTT, GREGORY 38-2-09 601 DeKalb Street, Suite 100 Norristown, PA 19401 Ph: 610.945.9156 Fx: 610.994.2882 (Norristown Borough)
GALLAGHER, JAMES P. 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)	MCGILL, CATHERINE E. 38-1-08 1316 Bruce Road Oreland, PA 19075-1899 Ph: 215.572.7845, 7847, 5019 Fx: 215.572.7891 (Springfield Township)	WELSH, RICHARD H. 38-1-19 497 West Ridge Pike Limerick, PA 19468-1415 Ph: 610.495.8440, 8441, 9556 Fx: 610.495.8442 (Limerick Township)
HUNSICKER, MARGARET 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)	MCHUGH CASEY, ELIZABETH 38-1-02 117 York Rd, Ste 100B Jenkintown, PA 19046 Ph: 215.635.1535, 0656, 2154 Fx: 215.635.2256 (Cheltenham Township)	ZAFFARANO, PATRICIA 38-1-10 1301 S. Bethlehem Pike Ambler, PA 19002-5894 Ph: 215.542.1262, 1263, Fx: 215.646.3588 (Upper Dublin Township)
KESSLER, JOHN D. 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)	NESBITT, HARRY J. 3RD 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)	ZUCKER, KAREN EISNER 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)

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 DISCTRICT 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: _____

_____ Judicial District



Notice of Appeal from Summary Criminal Conviction

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: _____

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PO Box 68618
Harrisburg, PA 17106

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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.) _____

REQUEST FOR DELAY OF LICENSE SUSPENSION,
REVOCATION OR DISQUALIFICATION

Notice to PennDOT of filing of Appeal from Summary Conviction
Pursuant to Section 1555 of Act 48 of 1995

DATE: _____

PRINTED NAME: _____

DRIVER'S LICENSE NO. _____

CP DOCKET NO.: SA _____

This is to certify that I have filed an appeal with the Court of Common Pleas of Montgomery County from my summary conviction. Please delay my license suspension, revocation or disqualification for six months.

SIGNATURE: _____

ATTACHED: Certified, time stamped copy of Summary Notice of Appeal

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

PLEASE NOTE: USE THIS FORM ONLY IF YOUR LICENSE IS IN JEOPARDY OF
SUSPENSION, REVOCATION, OR DISQUALIFICATION.

DO NOT USE THIS FORM FOR REMOVAL OF POINTS, EXAMINATION
REQUIREMENT OR HEARINGS.