

NOTICE

Effective January 6, 2018, ALL documents filed in the Lycoming County Prothonotary Office must follow and comply with the AOPC “Public Access Policy” of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts. **Lycoming County uses the Confidential Document and Confidential Information forms.**

FILING PROCEDURES

CIVIL ACTIONS

PRIOR TO FILING WITH THE PROTHONOTARY OFFICE, PLEASE REFER TO THE PA. RULES OF CIVIL PROCEDURE AND LYCOMING COUNTY LOCAL RULES OF COURT FOR APPROPRIATE DOCUMENTS AND RULES @ <http://www.lyco.org>, Court Administrator or <http://www.lycolaw.org>.

ALL paperwork for existing cases MUST include case # (CV-year-number) and be originally signed by filing party.

“STATE and LOCAL COVER SHEETS ARE REQUIRED ON ALL FILINGS, EXCEPT WHERE NOTED.

L205.2 (b) MOTIONS Cover sheet must be attached so the Court Administration Scheduling Clerk can schedule a hearing/conference.

L206 CASE MONITORING COVER SHEET MUST be attached to all new filings.

ALL FEES MUST be paid at the time of filing.

For parties to receive copies, please include the correct sized self-addressed stamped envelopes.

COMPLAINT

File the Original and (1) copy of the complaint with State and Local cover sheets. For Sheriff service \$100.00 Deposit, service copies to all parties and (1) copy for Sheriff to process return of service.

[There is a filing fee.](#)

SUMMONS

File an Original Praecipe to issue Writ of Summons. For Sheriff service, Writ of Summons for all parties to be served and (1) copy for the Sheriff to process return of Service. Sheriff’s deposit \$100.00 [There is](#)

[a filing fee.](#)

WRIT OF REVIVAL

File the Praecipe and Writ of Revival. The money amount must be the same or less than the original judgment. Include the Certification of Addresses. For Sheriff’s Service Deposit \$100.00. [There is a](#)

[filing fee.](#)

PETITION TO OPEN/STRIKE JUDGMENT

File the Petition using the common pleas docket number, proposed order and/or Motions Cover Sheet. This does not require state cover sheet. [There is a filing fee.](#)

NAME CHANGE

File a Petition, Order for Hearing, Order for Publication and a Proposed Decree. In certain instances fingerprinting, a criminal record search and a (5) year lien search must be completed before the hearing.

Proof of Publication may be filed after publishing or take to the hearing. File an original and a copy.

You **MUST** publish in the Lycoming County Reporter and the local newspaper with the largest circulation where the petitioner lives. You must be a resident of Lycoming County for five years, otherwise you must provide a search from all counties in which you have resided. [There is a filing fee.](#)

MECHANICS LIEN CLAIM

File the mechanics lien claim with dollar amount of claim, include addresses of the Plaintiffs and Defendants. [There is a filing fee.](#)

MISCELLANEOUS FILING

Petitions, motions, preliminary objections, answers and demands for jury trial do not require a fee. File a signed original and as many copies you require back, with a self-addressed, stamped envelope for each party.

When filing a Praeipce to settle and discontinue, Praeipce to Withdraw, Praeipce to Discontinue, and Praeipce to satisfy judgment, [There is a filing fee.](#) These filings do not require a cover sheet.

ISSUANCE OF A FOREIGN SUBPOENA FROM ANOTHER STATE

File the Praeipce, Foreign Subpoena, Certification of docket entries entering case in the foreign court and if applies to party being subpoenaed, the Notice to Non-Party Witness. [There is a filing fee.](#)

REGISTRATION OF SURETY BONDS

File the Financial Statement of the bonding company, Pennsylvania Certificate of Authority, Power of Attorney and copy of the Pennsylvania Bonding License with Beginning and Expiration date. [There is a filing fee.](#)

FILING OF FOREIGN ORDER

File a Certified copy of the original order with a certification of addresses. Include a self-addressed stamped envelope for a return copy. No cover sheet is necessary. [There is a filing fee.](#)

AUDIT REPORTS

File a signed audit report. Include a copy of the first page and self-addressed envelope with postage if you want a return copy with the filing number. [There is a filing fee.](#)

DEFAULT JUDGMENT

File a Praecipe for Default Judgment, a dated copy of the 10 day notice of intent to enter default judgment and a Pennsylvania Rule 236 form. If the debtor is an individual, you must file an affidavit of non-military service. File an original and a copy with Rule 236 for each debtor to be notified. Include names and addresses of Plaintiff(s) and Defendant(s). Also, include a self-addressed envelope large enough to hold all documents to be mailed, with the correct postage for all parties. If you wish a time-stamped copy of your filing, please include an additional envelope with postage and an additional copy of the document you are filing. No cover sheets required. [There is a filing fee.](#)

DISTRICT JUSTICE JUDGMENT

File a Certified copy of the judgment from the MDJ for each debtor and a Rule 236 Notice of Entry form and a notarized affidavit of validity. Also include page 3 of the MDJ form that contains the current names and addresses of all parties. File an original and copy for all debtors to be served with a self-addressed envelope large enough to hold documents filed and apply the correct postage. If you are the filing party and want a copy returned, you must include an additional copy and a self-addressed stamped envelope. No cover sheet is required. [There is a filing fee.](#)

COMPLAINT IN CONFESSION OF JUDGMENT

File the Complaint in compliance with Rule 2952, Verification, Confession of Judgment, copy of the judgment document showing the defendant's signature and a Rule 236 form. File an original and a copy with the Rule 236 form for each debtor. Include state and local cover sheets and an addressed envelope (correct size) for each debtor to be notified with the postage attached. [There is a filing fee.](#)

FOREIGN/OUT OF STATE (Exemplified judgment coming into County.)

File Certified copies of the docket entry stating favor of judgment for and against, with the dollar amount certified, a certificate of addresses, Rule 236 notice and a notarized affidavit of validity. File the original, include a complete copy of the judgment with a Rule 236 form for each debtor. File additional copies for all parties to be served, along with a self-addressed stamped envelope for each. If you are the filing party and request a copy of the filing to be mailed to you, you must include an additional copy and self-addressed envelope of the correct size. [There is a filing fee.](#)

TRANSFER OF JUDGMENT TO ANOTHER STATE OR COUNTY (Exemplified judgment going out of county.)

Request a Certified copy of the docket entries with an Exemplification of Record (triple Seal). This office will return to the filing party for service. [There is a filing fee.](#)

TRANSFER OF A JUDGMENT FROM ANOTHER PENNSYLVANIA COUNTY

File a certified copy of the docket entries that include a certification of the amount of judgment and the Rule 236 form. Include a complete copy of the judgment with the Rule 236 form for each debtor. File an original and copy for all parties and a self-addressed stamped envelope large enough to hold documents with sufficient postage for all parties. No cover sheets are required. There is a filing fee.