

FREQUENTLY ASKED QUESTIONS – CRIMINAL FILINGS

1.) How do I get a copy of my sentencing/disposition sheet?

If you know your case docket number or OTN Number, you are able to receive a copy as long as your file is not sealed by the court and is open to the public. The fee per page is **\$.50**. We accept cash, checks (no starter checks,) money orders and certified bank checks. If the file must be redacted, there is a \$2.00 per page fee and a **\$5.00** automation fee will be assessed. A redaction takes 48 hours to process. **NO** requests are accepted by **FAX or e-mail**.

2.) How much does a criminal record search cost?

The fee for a criminal record search is **\$12.00**. We only search back 7 years and there is an additional **\$1.00** fee for each reference found. You will receive a copy of the transcript containing the original charges and a sentence/disposition order. If you need certified copies, there is a fee of **\$9.00** for each document certified and If you need an extensive criminal background search you should request an NCIC criminal background search thru the Pennsylvania State Police Central Repository in Harrisburg, Pennsylvania.

3.) How long does a criminal record search take to process?

Usually it can be processed within 48-72 hours, unless it is an extensive search.

4.) Will a Summary Appeal stop the suspension of my driver's license automatically?

No. The defendant **MUST** send a certified copy of the time and date stamped appeal and the request to delay the suspension to **PENNDOT** to stop the suspension until the final court hearing decision. The fee for a Summary Appeal is \$68.50 and must be filed in the Clerk's office within the 30 day appeal period. Forms can be found on this website. You will need to download the original and 3 copies when filing in this office.

5.) How Many citation numbers can I include on one summary appeal form?

For the filing of a summary appeal where there are multiple citation numbers, charged by the same arresting agency and that were heard on the same day, you should include them all on **one** summary appeal with one fee of **\$68.50**. If the citations were heard on **different** dates, then you will need to file a separate summary appeal for each and also pay a separate fee for each appeal.

6.) Where do I go to appeal suspension of a driver's license/registration?

After you receive your letter from PENNDOT of a pending license suspension, you should come to the Prothonotary/Clerk of Courts office with your letter within the 30 day appeal period. You can download the forms from this website. Fill out the form and bring the original and (2) copies along with the **\$146.25** filing fee, payable to the Lycoming County Prothonotary. You will be notified by the court scheduling office when a date is set for your hearing in front of a Common Pleas Court Judge.

7.) Who is the Affiant on the summary appeal form?

The arresting police officer.

8.) Who is the issuing authority on a summary appeal form?

The Magisterial District Justice.

9.) Do I need to report jail time on my summary appeal form?

Yes. If your sentence from the Magisterial District Justice included a jail sentence, you must notify the Lycoming County Prison that there is an appeal in progress, otherwise a bench warrant may be issued by the court if you do not appear to serve your MDJ sentence.

