

**THE PROTHONOTARY STAFF IS UNABLE TO ASSIST YOU IN COMPLETING THIS FORM**

**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 State and Local Civil Cover Sheets.  
(YOU are the Appellant.)  
All information needed to complete the form is found on the MDJ Judgment Transcript. The caption of the appeal case will remain the same as it appears on the MDJ Judgment Transcript.  
(Plaintiff Vs Defendant)
2. Make **(4)** copies of the appeal after it is completed.
3. File the appeal (Original plus (4) copies) in the Prothonotary Office with a copy of the MDJ Judgment Transcript attached to the original. The filing fee is \$146.25. Acceptable methods of payment are cash, personal check (no starter checks) or money order. **After filing the appeal, it is strongly recommended that an attorney be consulted for the remaining litigation of the appeal.**
4. After the appeal is filed, you will need to serve the copies of the appeal on the opposing parties. This will be the **(Appellee)** and the **(Magisterial District Court)** by personal service or certified mail.
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 office within 10 days. If service has been made by certified registered mail, attached the green/white slip(s) from the post office to the Proof of Service form. After you received the green cards you can bring them into the Prothonotary Office or mail them with a Certificate of Service. Be sure to include your case docket number on the cards.

**INSTRUCTIONS FOR FILING A NOTICE OF APPEAL FOR A LANDLORD/TENANT ACTION**

All of the steps above are the same with the following exception:

To remain in the property and obtain a **Supersedeas** for the possession, a bond must be paid (in addition to the filing fee.) The bond **MUST** be paid in cash or money order. NO personal checks or credit card payments are accepted. **Please read the supplemental instructions for obtaining a Stay of Eviction.**