

FILING A NOTICE OF APPEAL FROM SUMMARY CRIMINAL CONVICTION

1. Fill out the Notice of Appeal from Summary Criminal Conviction. Refer to “Sample Appeal Form” while filling out the form, it will help you know what to write in the spaces. You will also need to refer to your Docket Transcript (you can get this from the MDJ’s office or online, see instructions below) and your Citation (given to you by the police officer; if you no longer have it, you can get a copy from the MDJ’s office).
 - a. Write “Lycoming” in space 1.
 - b. You are the “Appellant” in space 2. Write your name and address.
 - c. Write today’s date in space 3.
 - d. Write the docket number used in MDJ court in space 4 (just the TR (for a traffic citation) or NT (for a non-traffic citation) and the numbers following those letters). This can be found in the top right corner of the MDJ Docket Transcript.
 - e. Write the Citation number in space 5. This can be found in the top right corner of the Citation.
 - f. Write the Magisterial District number in space 6. This is written across the top of the Docket Transcript “Magisterial District Judge 29 - ____ - ____.”
 - g. Write “fines” or “incarceration” in space 7, depending on the sentence imposed by the MDJ.
 - h. Write the date of the sentence in space 8 and space 11. This can be found on the first page of the Docket Transcript under the “Case Information”, listed as “Disposition Date”.
 - i. Write the charge you were convicted of in space 9. This can be found on the Docket Transcript under “Charges”; write what is written under “Description”.
 - j. You can leave space 10 blank.
 - k. Write the name of the arresting officer in space 12. This can be found on the Docket Transcript under “Case Participants”, listed as “Arresting Officer”. If you can’t read the name, you can also just write the officer’s number.

- l. Write the address of the arresting officer in space 13. This can be found on the Citation as "Station Address" or, if not there, just write the name of the police department.
 - m. In space 14, write the amount of any money paid to the MDJ toward any fines, costs or restitution imposed. If none, write "none".
 - n. In space 15, write the type or amount of any bail given to the MDJ. If none, write "none".
 - o. Write the name, address and phone number of the MDJ in space 16. The MDJ's name can be found on the Docket Transcript in the "Case Information" section, as "Judge Assigned". A list of the addresses and phone numbers of all the MDJs is attached to these instructions.
2. Make copies of the Notice of Appeal. If it is a Traffic Citation, make 6 copies. If it is a Non-Traffic Citation, make 5 copies. Also make one copy of your Docket Transcript and one copy of your Citation.
 3. Attach a copy of your Docket Transcript and a copy of your Citation to the original Notice of Appeal.
 4. Take the original Notice of Appeal with the attached copies of the Docket Transcript and the Citation, and the 5 or 6 copies of the Notice of Appeal, to the Prothonotary for filing. You will have to pay a filing fee of \$68.50 (as of December 2018) unless you also file a Petition for IFP. (Ask for a separate form for that at the Law Library if you are eligible.) If you have a Traffic Citation, ask the Prothonotary to certify the appeal by signing the 6th copy in the space indicated. You will have to mail this certified copy to PennDOT at the address on the form.
 5. The Prothonotary will return one copy of the Notice of Appeal to you (along with the copy for PennDOT if it is a Traffic Citation), and will send the other four copies to the DA, the arresting officer, the MDJ, and the Court Administrator's office.
 6. The Court Scheduling Technician will mail you a Notice of the date of your appeal hearing. **You must attend the hearing or your appeal will be dismissed.**

MAGISTERIAL DISTRICT JUDGES IN LYCOMING COUNTY

29-1-01 Christian D. Frey
605 W. Fourth Street
Williamsport, PA 17701
(570) 322-6159

29-3-02 Gary A. Whiteman
542 County Farm Road
Montoursville, PA 17754
(570) 326-1714

29-1-02 Aaron S. Biichle
48 W. Third Street
Williamsport, PA 17701
(570) 327-2275

29-3-01 Jerry C. Lepley
216 Market Street
Jersey Shore, PA 17740
(570) 398-4880

29-3-03 Jon E. Kemp
2134 Route 405 Hwy
Muncy, PA 17756
(570) 546-7480

29-3-04 William C. Solomon
1965 Lycoming Creek Road
Williamsport, PA 17701
(570) 323-9982

HOW TO GET A COPY OF YOUR DOCKET TRANSCRIPT ONLINE

1. Go to www.pacourts.us
2. Click on "Docket Sheets" in the list on the right at the top of the homepage.
3. In the paragraph on "Public Web Docket Sheets", click on "Magisterial District Courts".
4. In "Search type" click on the drop down arrow and choose "Participant Name".
5. Fill in the boxes for your last name, first name, County (click on the drop down arrow and choose "Lycoming") and Court Office (click on the drop down arrow and choose the MDJ). Click search. One or more docket sheets should appear (scroll down).
6. Choose the docket for the case you are appealing by placing the cursor over the icon on the left -- two choices will appear: click on "docket sheet".
7. Print the docket sheet by clicking on the print icon at the top right of the screen.

Commonwealth of Pennsylvania
Court of Common Pleas
County of: (1)
Judicial District



Notice of Appeal from Summary
Criminal Conviction

Appellant Name: (2)
Address:
City: State: Zip:

Date: (3) Issuing Authority Docket Number: (4)
Citation No: (5)
Magisterial District No: (6)

A sentence of (7) was imposed on: (8) . Offense(s) of which convicted: (9)
Grounds relied upon for appeal (except when the appeal is from a guilty plea or a conviction): (10)
Date of entry of guilty plea, the conviction, or other final order from which appeal is taken: (11)

Name and mailing address of affiant as show on citation or complaint:
Affiant Name: (12)
Address: (13)
City: State: Zip:

If sentence includes fines, costs or restitution, amount paid, if any: (14)
Type or amount of bail or collateral furnished to issuing authority, if any: (15)

Name and mailing address of issuing authority:
Issuing Authority:
Address: (16)
City: State: Zip:
Phone No:

Name and address of attorney filing notice of appeal:
Attorney Signature: _____
Attorney Name (Printed): _____
Address:
City: State: Zip:
Phone No: Fax No:
Supreme Court ID Number:

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
Correspondence Unit
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

Appellant Name:
Address:
City: State: Zip:

Date: Issuing Authority Docket Number:
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 show on citation or complaint:
Affiant Name:
Address:
City: State: 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:
Issuing Authority:
Address:
City: State: Zip:
Phone No:

Name and address of attorney filing notice of appeal:
Attorney Signature: _____
Attorney Name (Printed):
Address:
City: State: Zip:
Phone No: Fax No:
Supreme Court ID Number:

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Clerk of Courts