

## **FILING A NOTICE OF APPEAL IN A CIVIL CASE**

**WHERE TO FILE:** OFFICE OF JUDICIAL RECORDS  
CIVIL FILING CENTER - CIVIL APPEALS/CERTIFICATIONS  
Room 296, City Hall  
Broad and Market Streets  
Philadelphia, PA 19107

**WHAT TO FILE:** An original of the Notice of Appeal Package is required.

### **INCLUDED IN THE APPEAL PACKAGE:**

**NOTICE OF APPEAL:** Full caption as it appears on lower court docket is required. Indicate who is appealing, the date of the order or judgment that you are appealing and the court to which you are appealing. Your original signature is required. Please print your name, address and phone number.

**PROOF OF SERVICE:** Indicate the manner of service (first class mail, hand delivery, etc), names and addresses of parties being served, this includes the JUDGE whose order is being appealed, ALL INTERESTED PARTIES (i.e. opposing Counsel in the case or Parties of Record), if not represented by an Attorney. Also, if applicable, serve the official Court Reporter and Deputy Court Administrator Janet Fasy.

**ORDER FOR TRANSCRIPT:** If notes were taken pursuant to R.A.P. 1911, you shall file an ORDER FOR TRANSCRIPT, in which you state that you are ordering and paying for this service. The Transcript Order Form must be completed and sent to the Official Court Reporter.

If notes have already been transcribed, indicate this on your order for transcript, you are still required to notify the Court Reporter. If notes were not taken, you do not have to serve a Court Reporter or Janet Fasy.

***DO NOT SERVE THE OFFICE OF JUDICIAL RECORDS OF COMMON PLEAS COURT OR THE APPELLATE COURT WITH COPIES OF THE NOTICE OF APPEAL, NOR LIST THEM ON YOUR PROOF OF SERVICE.***

**FEES:** A total fee of \$343.44 plus \$1.00 per page can be paid using cash or business check (no personal checks are accepted) made payable to the Office of Judicial Records. The Appellate fee of \$85.50 is included in the total fee amount.

DO NOT ATTACH DOCKET ENTRIES. THE APPELLATE UNIT WILL FORWARD DOCKET ENTRIES AFTER THE APPEAL HAS BEEN DOCKETED AND SCANNED. ONCE THE NOTICE OF APPEAL HAS BEEN DOCKETED AND SCANNED, THE ORIGINAL FILING WILL BE RETURNED TO THE FILER.

If filing ***IN FORMA PAUPERIS*** (without fee), ask for further instructions.

DO NOT SERVE YOUR COPIES UNTIL THE APPEAL HAS BEEN REVIEWED AND ACCEPTED FOR FILING BY THE APPELLATE UNIT.

IT IS ALWAYS HELPFUL TO INCLUDE A COPY OF THE DECISION YOU ARE APPEALING.

If you have any questions, please contact us at 215-686-4252.

**IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY**

(Do not use et al, MUST HAVE FULL CAPTION)

\_\_\_\_\_

COURT OF COMMON PLEAS,

vs.

\_\_\_\_\_ TERM, 20 \_\_\_\_\_

NO. \_\_\_\_\_

*(This Form for Civil Appeals Only)*

\_\_\_\_\_

(Use Add/ Paper for Larger Captions)

**NOTICE OF APPEAL**

Notice is hereby given that \_\_\_\_\_  
*(Appealing Party)*

Above named, hereby appeals to the:

- Superior Court
- Commonwealth Court
- Supreme Court

Of Pennsylvania, from the \_\_\_\_\_ entered in the above case,  
*(Order, Judgment, etc.)*

on the \_\_\_\_\_ day of \_\_\_\_\_,  
*(Date of Order Being Appealed)*

SIGNATURE \_\_\_\_\_  
*(Attorney for Appellant(s) or Pro Se)*

I.D. \_\_\_\_\_

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_  
*(City, State, Zip)*

\_\_\_\_\_  
*(Phone)*

**\*\*\*PLEASE FILE ONE (1) ORIGINAL IN ROOM 296 CITY HALL\*\*\***

**IN THE COURT OF COMMON PLEAS  
PHILADELPHIA COUNTY**

[Commonwealth Of Pennsylvania Or Named Plaintiff]	:	Civil Trial Division
	:	
	:	
vs.	:	_____TERM, _____
	:	
	:	NO _____
	:	
[Named Defendant]	:	

**AFFIDAVIT OF SERVICE**

I, \_\_\_\_\_ Esquire, hereby certify that I am this day serving a true and correct copy of the Notice of Appeal together with the Order of Transcript, in the manner set forth below, to the following:

	<u>Type of Service</u>
_____, Office Court Reporter Land Title Bldg., 100 South Broad St., 2nd Floor Philadelphia, PA 19110	Personal Service First Class Mail
Judge _____ Address _____ _____	Personal Service First Class Mail
Janet Fasy, Deputy Court Administrator Court Reporters/Interpreters Land Title Bldg., 100 South Broad St., 2nd Floor Philadelphia, PA 19110	Personal Service First Class Mail
Appellee/ Attorney for Appellee Name _____ Address _____ _____	Personal Service First Class Mail

Date: \_\_\_\_\_

\_\_\_\_\_  
*(Attorney for Appellant)*

**NOTICE TO THE BAR**

In *Commonwealth v. Williams*, 715 A.2d 1101 (1998), the Supreme Court restated the requirement that appellant's counsel order the relevant portions of notes of testimony for submission to the appellate court. Failure to do so may result in the dismissal of the appeal.

Counsel are reminded to comply with Pa. R.A.P. No. 1911, which requires appellant to order all transcripts necessary to decide the appeal. The Order for transcript must be in the form provided in that rule (*see the Order which follows this Notice*), and must be served on the named court reporter at the Land Title Building, 2nd Floor, 100 South Broad Street, Philadelphia, PA 19110; the trial judge and Janet C. Fasy, Deputy Court Administrator, Court Reporters, Land Title Building, 2nd Floor, 100 South Broad Street, Philadelphia, PA 19110. An Affidavit of Service must be attached to the Order (*see the Affidavit which follows this Notice*).

The court reporter will not transcribe any notes of testimony of any hearing unless ordered as required by Pa. R.A.P. No. 1911 and Pa. R.J.A. No. 5000.1, et seq. The record will be forwarded to the appellate court without the notes of testimony as required by Pa. R.A.P. No. 1931, unless appellant complies with Pa. R.A.P. 1911.

Date: \_\_\_\_\_

\_\_\_\_\_  
Sheila Wood-Skipper, President Judge  
Court of Common Pleas

Date: \_\_\_\_\_

\_\_\_\_\_  
JANET FASY  
Deputy Court Administrator  
Court Reporters/Interpreters

