

Court of Common Pleas of Philadelphia  
County Trial Division

**Civil Cover Sheet**

For Office of Judicial Records Use Only (Docket Number)

|  |                         |                            |  |
|--|-------------------------|----------------------------|--|
| PLAINTIFF'S NAME   |                         | DEFENDANT'S NAME           |  |
| PLAINTIFF'S ADDRESS  |                         | DEFENDANT'S ADDRESS        |  |
| PLAINTIFF'S NAME   |                         | DEFENDANT'S NAME           |  |
| PLAINTIFF'S ADDRESS  |                         | DEFENDANT'S ADDRESS        |  |
| PLAINTIFF'S NAME   |                         | DEFENDANT'S NAME           |  |
| PLAINTIFF'S ADDRESS  |                         | DEFENDANT'S ADDRESS        |  |
| TOTAL NUMBER OF PLAINTIFFS   | TOTAL NO. OF DEFENDANTS | COMMENCEMENT OF ACTION     |  |
|  |                         | Complaint                  | Petition Action                            |
|  |                         | Writ of Summons            | Notice of Appeal                           |
|  |                         |                            | Transfer From Other Jurisdictions          |
| AMOUNT IN CONTROVERSY  | COURT PROGRAMS          |                            |  |
| \$50,000.00 or less  | Arbitration             | Mass Tort                  | Minor Court Appeal                         |
| More than \$50,000.00  | Jury                    | Savings Action             | Statutory Appeals                          |
|  | Non-Jury                | Petition                   | Commerce (Completion of Addendum Required) |
|  | Other: _____            |                            | Settlement                                 |
|  |                         |                            | Minors                                     |
|  |                         |                            | W/D/Survival                               |
| CASE TYPE AND CODE (SEE INSTRUCTIONS)  |                         |                            |  |
| STATUTORY BASIS FOR CAUSE OF ACTION (SEE INSTRUCTIONS)   |                         |                            |  |
| RELATED PENDING CASES (LIST BY CASE CAPTION AND DOCKET NUMBER)   |                         |                            | IS CASE SUBJECT TO COORDINATION ORDER?     |
| _____  |                         |                            | Yes      No                                |
| _____  |                         |                            |  |
| _____  |                         |                            |  |
| <p><b>TO THE OFFICE OF JUDICIAL RECORDS:</b></p> <p>Kindly enter my appearance on behalf of Plaintiff/Petitioner/Appellant:<br/>Papers may be served at the address set forth below.</p> |                         |                            |  |
| NAME OF PLAINTIFF'S/PETITIONER'S/APPELLANT'S ATTORNEY  |                         | ADDRESS (SEE INSTRUCTIONS) |  |
| PHONE NUMBER   | FAX NUMBER              |                            |  |
| SUPREME COURT IDENTIFICATION NO.   |                         | E-MAIL ADDRESS             |  |
| SIGNATURE  |                         | DATE                       |  |

# Instructions for Completing Civil Cover Sheet

Rules of Court require that a Civil Cover Sheet be attached to any document commencing an action (whether the action is commenced by Complaint, Writ of Summons, Notice of Appeal, or by Petition). The information requested is necessary to allow the Court to properly monitor, control and dispose cases filed. A copy of the Civil Cover Sheet must be attached to service copies of the document commencing an action. The attorney or non-represented party filing a case shall complete the form as follows:

## A. Parties

### i. Plaintiffs/Defendants

Enter names (last, first, middle initial) of plaintiff, petitioner or appellant ("plaintiff") and defendant. If the plaintiff or defendant is a government agency or corporation, use the full name of the agency or corporation. In the event there are more than three plaintiffs and/or three defendants, list the additional parties on the Supplemental Parties Form. Husband and wife are to be listed as separate parties.

### ii. Parties' Addresses

Enter the address of the parties at the time of filing of the action. If any party is a corporation, enter the address of the registered office of the corporation.

iii. *Number of Plaintiffs/Defendants:* Indicate the total number of plaintiffs and total number of defendants in the action.

**B. Commencement Type:** Indicate type of document filed to commence the action.

**C. Amount in Controversy:** Check the appropriate box.

**D. Court Program:** Check the appropriate box.

**E. Case Types:** Insert the code number and type of action by consulting the list set forth hereunder. To perfect a jury trial, the appropriate fees must be paid as provided by rules of court.

### Proceedings Commenced by Appeal

#### Minor Court

5M Money Judgment  
5L Landlord and Tenant  
5D Denial Open Default Judgment  
5E Code Enforcement  
Other:

#### Local Agency

5B Motor Vehicle Suspension -  
Breathalyzer  
5V Motor Vehicle Licenses,  
Inspections, Insurance  
5C Civil Service  
5K Philadelphia Parking Authority  
5Q Liquor Control Board  
5R Board of Revision of Taxes  
5X Tax Assessment Boards  
5Z Zoning Board  
52 Board of View  
51 Other:

Other:

### Proceedings Commenced by Petition

8P Appointment of Arbitrators  
8C Name Change - Adult  
8L Compel Medical Examination  
8D Eminent Domain  
8E Election Matters  
8F Forfeiture  
8S Leave to Issue Subpoena  
8M Mental Health Proceedings  
8G Civil Tax Case - Petition  
Other:

### Actions Commenced by Writ of Summons or Complaint

#### Contract

1C Contract  
1T Construction  
1O Other:

#### Tort

2B Assault and Battery  
2L Libel and Slander  
4F Fraud  
1J Bad Faith  
2E Wrongful Use of Civil Process  
Other:

#### Negligence

2V Motor Vehicle Accident  
2H Other Traffic Accident  
1F No Fault Benefits  
4M Motor Vehicle Property Damage  
2F Personal Injury - FELA  
2O Other Personal Injury  
2S Premises Liability - Slip & Fall  
2P Product Liability  
2T Toxic Tort  
T1 Asbestos  
TZ DES  
T2 Implant  
3E Toxic Waste  
Other:

#### Professional Malpractice

2D Dental  
4L Legal  
2M Medical  
4Y Other:

#### 1G Subrogation

#### Equity

E1 No Real Estate  
E2 Real Estate  
1D Declaratory Judgment  
M1 Mandamus

#### Real Property

3R Rent, Lease, Ejectment  
Q1 Quiet Title  
3D Mortgage Foreclosure - Residential  
Owner Occupied  
3F Mortgage Foreclosure - Not Residential  
Not Owner Occupied  
1L Mechanics Lien  
P1 Partition  
Prevent Waste  
1V Replevin  
1H Civil Tax Case - Complaint  
Other:

## F. Commerce Program

Commencing January 3, 2000 the First Judicial District instituted a Commerce Program for cases involving corporations and corporate law issues, in general. If the action involves corporations as litigants or is deemed a Commerce Program case for other reasons, please check this block AND complete the information on the "Commerce Program Addendum". For further instructions, see Civil Trial Division Administrative Docket 01 of 2000.

## G. Statutory Basis for Cause of Action

If the action is commenced pursuant to statutory authority ("Petition Action"), the specific statute must be identified.

## H. Related Pending Cases

All previously filed related cases, regardless of whether consolidated by Order of Court or Stipulation, must be identified.

## I. Plaintiff's Attorney

The name of plaintiff's attorney must be inserted herein together with other required information. In the event the filer is not represented by an attorney, the name of the filer, address, the phone number and signature is required.

**The current version of the Civil Cover Sheet may be downloaded from the FJD's website  
<http://courts.phila.gov>**