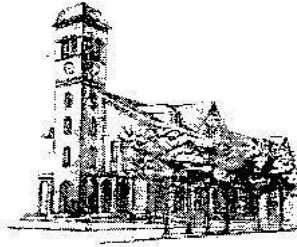


OFFICE OF THE PROTHONOTARY and CLERK OF COURTS

BRIAN K SPENCER
Prothonotary/Clerk of Courts

STEPHEN A MARSHALL
Deputy Prothonotary/ Clerk of Courts

PHONE: 814-765-2641 ext. 1330



GARY KNARESBORO
Solicitor

LYNN MILLER
Administrative Assistant

FAX: 814-765-7659
www.clearfieldco.org

Clearfield County Courthouse
PO Box 549
Clearfield, Pennsylvania 16830

PROCEDURE FOR FILING A SUMMARY APPEAL

All summary appeals **MUST** be filed within 30 days of the date of the decision by the Magisterial District Court.

1. There is a **NON-REFUNDABLE** filing fee of \$30.00 that must be paid at the time of filing the summary appeal unless permission to file without paying the fee was previously granted by the Common Pleas Court.
 - Please note that when filing a Summary Appeal from traffic citations, **EACH** citation represents a separate Summary Appeal and each requires a separate filing fee.
 - Payment can be in the form of cash, check or money order.
 - You must submit an original plus 5 copies of the attached Summary Appeal form for each appeal.
2. You will be notified by the Court Administrator's Office of your hearing date.
3. You must notify Court in writing if you move.
4. If the summary offense conviction from which you are appealing involves a traffic violation for which your license may be suspended, you are required to send a certified copy of the timestamped appeal and your Request for Delay of Suspension, Revocation or Disqualification to the PennDOT Correspondence Unit. **YOU ARE RESPONSIBLE** for mailing a *certified* copy of your appeal and cover sheet to PennDOT. The mailing address for PennDOT is at the bottom of the appeal form. If you have questions regarding points or a possible license suspension, call PennDOT at 1-800-932-4600.

If you have any questions, please call the Clerk of Courts at (814) 765-2641 ext. 5014

NOTE: License suspension appeals are not filed with the Clerk of Courts. They are filed with the Prothonotary of County in which you reside.

Commonwealth of Pennsylvania
Court of Common Pleas
County of: _____
_____ Judicial District



Notice of Appeal from Summary Criminal Conviction

Name and Address of Appellant:

_____ Zip: _____

Date: _____
Issuing Authority Docket No: _____
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 shown on
citation or complaint:

_____ 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:

Zip: _____ Phone No: _____

Name and address of attorney filing notice of appeal:
(signature) _____
(printed name) _____

_____ Zip: _____
Supreme Court ID No: _____
Phone No: _____ Fax No: _____

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
Bureau of Driver's License
PO Box 68618
Harrisburg, PA 17106**

I hereby certify that an appeal has been filed in the above-captioned case.

Clerk Of Courts