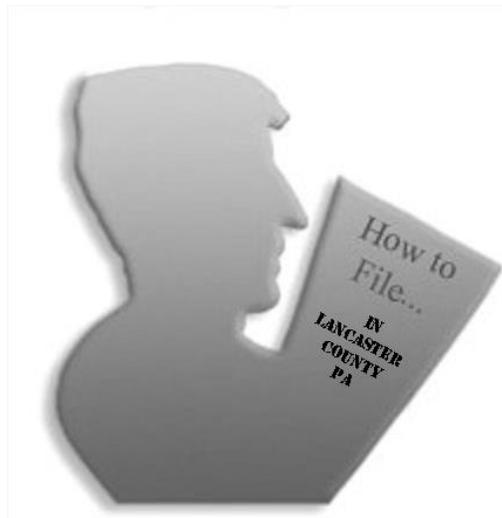


# HOW TO FILE CERTAIN TYPES OF ACTIONS WITH A MAGISTERIAL DISTRICT JUDGE

**JUDGE HENRY S. KENDERDINE, JR.**



**COURT SELF HELP CENTER**

## **Disclaimer**

Neither the staff in the Center nor the staff in any Court office will be able to give you legal advice or help you fill out/complete the forms. The information in the packets is not to be a substitute for professional legal advice. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. If you want to obtain the services of an attorney but do not know whom to contact, you may call the Lawyer Referral service at 393-0737.

10/27/15

# STOP!!!

## **YOU MUST READ THIS INFORMATION *BEFORE* YOU START TO FILL OUT ANY FORMS IN THE PACKET!**

Beginning on January 6, 2018, all filings in the Lancaster County Court of Common Pleas must be in compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* and Lancaster County Rules of Judicial Administration, Rule 520. There are links to the Policy and the Rule on the Court's website, [www.court.co.lancaster.pa.us](http://www.court.co.lancaster.pa.us)

### **How does this impact my filing?**

First, beginning on January 6, 2018, if the document you are filing does NOT contain any Confidential Information or have Confidential Documents attached (see list below), you must file a Certificate of Compliance with your filing. A copy of a Certification is attached. (Form 1)

Second, if the document you are filing contains any Confidential Information, you must complete and file the Confidential Information Form (CIF); a copy of this form is attached. (Form 2) Under Section 7 of the Public Access Policy the information listed below is considered Confidential Information, and it shall not be included on any form included in the packet. If the forms in your packet require you to include any of this information, you must put the information on the CIF and use the Alternative Reference suggested on the CIF on the form in the packet. **DO NOT PUT THE CONFIDENTIAL INFORMATION ON THE FORM ITSELF; THE CONFIDENTIAL INFORMATION MUST APPEAR ONLY ON THE CIF.**

1. Social Security Numbers
2. Financial Account Numbers
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors' Names and Dates of Birth
6. Abuse Victim's Address and other Contact Information, including employer's name, address and work schedule, in family court actions as defined by Pa. R.C.P. No. 1931(b) except for victim's name

Finally, if you have attached any of the following documents to your filing, you must complete the Confidential Document form (Form 3) and file it with your pleading:

1. Financial Source Documents
2. Minors Educational Records
3. Medical/Psychological Records
4. Children and Youth Services' Records
5. Marital Property Inventory and Pre-Trial Statement (see Pa.R.C.P. No. 1920.33)
6. Income and Expense Statement (see Pa. R.C.P. No. 1910.27(c))
7. Agreement between the Parties (see 23 Pa.C.S. sect 3105)

**The Court or custodian is not required to review or redact any filed document for compliance with this policy. Failure to comply may lead to imposed sanctions.**

(Rev. 7/1/2018)

**CERTIFICATE OF COMPLIANCE**

Docket No. \_\_\_\_\_

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that requires filing confidential information and documents differently than non-confidential information and documents.

Signature \_\_\_\_\_

(Attorney or pro se litigant)

Print Name \_\_\_\_\_

Attorney No. (if applicable) \_\_\_\_\_

**CONFIDENTIAL  
INFORMATION  
FORM**



*Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*  
204 Pa. Code § 213.81  
[www.pacourts.us/public-records](http://www.pacourts.us/public-records)

\_\_\_\_\_  
(Party name as displayed in case caption)

\_\_\_\_\_  
Docket/Case No.

Vs.

\_\_\_\_\_  
(Party name as displayed in case caption)

\_\_\_\_\_  
Court

This form is associated with the pleading titled \_\_\_\_\_, dated \_\_\_\_\_.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Information Form shall accompany a filing where confidential information is **required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter**. This form, and any additional pages, shall remain confidential, except that it shall be available to the parties, counsel of record, the court, and the custodian. This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of ____ and the full name of _____</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN 1</p> <p>Alternative Reference: FAN 1</p> <p>Alternative Reference: DLN 1</p> <p>Alternative Reference: SID 1</p>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of ____ and the full name of _____</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN 2</p> <p>Alternative Reference: FAN 2</p> <p>Alternative Reference: DLN 2</p> <p>Alternative Reference: SID 2</p>

**CONFIDENTIAL  
INFORMATION  
FORM**



Additional page(s) attached. \_\_\_\_\_ total pages are attached to this filing.

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

\_\_\_\_\_  
Signature of Attorney or Unrepresented Party

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Attorney Number: (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

**NOTE: Parties and attorney of record in a case will have access to this Confidential Information Form. Confidentiality of this information must be maintained.**

**CONFIDENTIAL  
INFORMATION  
FORM**



Additional page (if necessary)

<b>This Information Pertains to:</b>	<b>Confidential Information:</b>	<b>References in Filing:</b>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>

**CONFIDENTIAL  
INFORMATION  
FORM**



**Instructions for Completing the Confidential Information Form**

The following information is confidential and shall not be included in any document filed with a court or custodian, except on a Confidential Information Form filed contemporaneously with the document:

1. Social Security Numbers
2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified. “Financial Account Numbers” include financial institution account numbers, debit and credit card numbers, and methods of authentication used to secure accounts such as personal identification numbers, user names and passwords.
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors’ names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355). “Minor” is a person under the age of eighteen.
6. Abuse victim’s address and other contact information, including employer’s name, address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim’s name. “Abuse Victim” is a person for whom a protection order has been granted by a court pursuant to Pa.R.C.P. No. 1901 et seq. and 23 Pa.C.S. § 6101 et seq. or Pa.R.C.P. No. 1951 et seq. and 42 Pa.C.S § 62A01 et seq. **If necessary, this information must be provided on the separate Abuse Victim Addendum. Please note there are separate instructions for the completion of the Addendum located on the form.**

Please note this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.).

- **The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.**
- Do not include confidential information in any other document filed with the court under this docket.
- If you need to refer to a piece of confidential information in a document, use the alternate references. If you need to attach additional pages, sequentially number each alternate reference – i.e. SSN 3, SSN 4, etc.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. A party’s or attorney’s failure to comply with this section shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the requirements of the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof; a magisterial district court may, upon request or its own initiative, redact, amend or both. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

**CONFIDENTIAL  
INFORMATION  
FORM**



**Abuse Victim Addendum**

**Instructions for Completing the Abuse Victim Addendum:** The Abuse Victim Addendum shall accompany a filing where confidential information is being provided by an abuse victim, as defined in this policy, **in family court actions** (see Pa.R.C.P. No. 1931(a)), **as required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter.** This addendum, and any additional pages, shall only be provided to the court and shall remain confidential. The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.

<b>Type of Family Court Action</b>		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
<b>This Information Pertains to:</b>	<b>Confidential Information:</b>	<b>References in Filing:</b>
<hr/> (full name of abuse victim)	AV Address: <hr/>	Alternative Reference: AV 1 Address
<hr/> Docket/Case No. of Protection Order	AV Employer's Name & Address: <hr/>	Alternative Reference: AV 1 Employer's Name & Address
<hr/> Court/County	AV Work Schedule: <hr/>	Alternative Reference: AV 1 Work Schedule
	AV Other contact information: <hr/>	Alternative Reference: AV 1 Other contact information

Attach additional page(s) if necessary.

**CONFIDENTIAL  
INFORMATION  
FORM**



**Abuse Victim Addendum**

Additional page (if necessary)

<b>Type of Family Court Action</b>		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
<hr/> (full name of abuse victim)	AV Address: <hr/>	Alternative Reference: AV __ Address
<hr/> Docket/Case No. of Protection Order	AV Employer's Name & Address: <hr/>	Alternative Reference: AV __ Employer's Name & Address
<hr/> Court/County	AV Work Schedule: <hr/>	Alternative Reference: AV __ Work Schedule
	AV Other contact information: <hr/>	Alternative Reference: AV __ Other contact information

<b>Type of Family Court Action</b>		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
<hr/> (full name of abuse victim)	AV Address: <hr/>	Alternative Reference: AV __ Address
<hr/> Docket/Case No. of Protection Order	AV Employer's Name & Address: <hr/>	Alternative Reference: AV __ Employer's Name & Address
<hr/> Court/County	AV Work Schedule: <hr/>	Alternative Reference: AV __ Work Schedule
	AV Other contact information: <hr/>	Alternative Reference: AV __ Other contact information

**CONFIDENTIAL  
DOCUMENT FORM**



*Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*

204 Pa. Code § 213.81

[www.pacourts.us/public-records](http://www.pacourts.us/public-records)

\_\_\_\_\_  
(Party name as displayed in case caption)

\_\_\_\_\_  
Docket/Case No.

Vs.

\_\_\_\_\_  
(Party name as displayed in case caption)

\_\_\_\_\_  
Court

This form is associated with the pleading titled \_\_\_\_\_, dated \_\_\_\_\_, \_\_\_\_\_.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Document Form shall accompany a filing where a confidential document is required by law, ordered by the court, or is otherwise necessary to effect the disposition of a matter. This form shall be accessible to the public, however the documents attached shall not be publicly accessible, except as ordered by a court. The documents attached will be available to the parties, counsel of record, the court, and the custodian.

**Please only attach documents necessary for the purposes of this case.** Complete the entire form and check all that apply. This form and any additional pages must be served on all unrepresented parties and counsel of record.

Type of Confidential Document	Paragraph, page, etc. where the confidential document is referenced in the filing:
Financial Source Documents Tax Returns and schedules	
W-2 forms and schedules including 1099 forms or similar documents	
Wage stubs, earning statements, or other similar documents	
Credit card statements	
Financial institution statements (e.g., investment/bank statements)	
Check registers	
Checks or equivalent	
Loan application documents	
Minors' educational records	
Medical/Psychological records	
Children and Youth Services' records	
Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	
Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)	
Agreements between the parties as used in 23 Pa.C.S. §3105	

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

\_\_\_\_\_  
Signature of Attorney or Unrepresented Party

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Attorney Number: (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_



### **Instructions for Completing the Confidential Document Form**

The following documents are confidential and shall be filed with a court or custodian with the “Confidential Document Form”:

1. Financial Source Documents as listed on the form
2. Minors’ educational records
3. Medical/Psychological records are defined as “records relating to the past, present, or future physical or mental health or condition of an individual”
4. Children and Youth Services’ records
5. Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33
6. Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)
7. Agreements between the parties as used in 23 Pa.C.S. § 3105

For each confidential document, list the paragraph, page, etc. where the document is referenced in the filing. Please note, this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.)

- **Please only attach documents necessary for the purposes of this case.**
- Complete the entire form and check all that apply.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. A party’s or attorney’s failure to comply shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed; a magisterial district court may do so upon request or its own initiative. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

## **General Filing Information**

### **Civil Complaints – Landlord-Tenant Complaints – Private Criminal Complaints**

**Included in this package you will find the addresses and contact information for all 19 Lancaster County Magisterial District Judge Offices. Please use this reference to contact your local Magisterial District Judge Office with questions or concerns you may have.**

#### **Where to File Your Landlord-Tenant Complaint**

All Landlord-Tenant Complaints must be filed in the Magisterial District (the Magisterial District Judge Office) that has jurisdiction over the action. A landlord-tenant action may be brought in and only in the magisterial district where the real estate possession of which is sought to be recovered is located. The action must be commenced by filing a Complaint on the form created by the State Court Administrator. A copy of this form along with additional procedural information is included in this packet.

#### **Where to File Your Civil Complaint**

All Civil Complaints must be filed in the Magisterial District (the Magisterial District Judge Office) that has jurisdiction over the action. A civil action may be brought where: (1) the cause of action arose; or (2) the transaction or occurrence took place out of which the cause of action arose; or (3) the defendant can be served. The action must be commenced by filing a Complaint on the form created by the State Court Administrator. A copy of this form along with additional procedural information is included in this packet.

#### **Where to File Your Private Criminal Complaint**

All Criminal Complaints must be filed in the Magisterial District (the Magisterial District Judge Office) that has jurisdiction over the action. The action may be brought only in the magisterial district that has jurisdiction over the location where the crime occurred. The action must be commenced by filing a Complaint on the form created by the State Court Administrator. A copy of this form along with additional procedural information is included in this packet. The Magisterial District Judge will forward the form to the District Attorney's office for approval.

#### **Filing Costs for Civil and Landlord-Tenant Actions**

A filing fee must be paid to file all Landlord-Tenant and Civil Complaints. The Administrative Office of Pennsylvania Courts ("AOPC") sets the filing fees statewide. In addition to a filing fee, a separate fee must also be paid to "serve" the Complaint upon the Defendant. A Civil Complaint can be served by either Certified Mail Return Receipt Requested, or by personal service through a Constable. A Landlord-Tenant Complaint must be served upon the Defendant by first class mail **and** also by a Constable. As the costs of service may vary depending on the method of service selected and the location of the Defendant or real property, you are encouraged to contact the Magisterial District Judge Office where you will be filing your action to find out the actual filing and service costs involved in your case.

#### **Forms**

The Administrative Office of Pennsylvania Courts (the "AOPC") has created complaint forms that must be used for every Civil action, landlord-tenant action and private criminal action. The Magisterial District Judge Office may not accept a complaint if it is not presented on the appropriate state approved form. Copies of each of these forms are included in this package. You may also access these forms on the internet at [www.pacourts.us/forms/for-the-public](http://www.pacourts.us/forms/for-the-public)

# **Civil Complaints**

## CIVIL ACTIONS BEFORE A MAGISTERIAL DISTRICT JUDGE

The following is a synopsis of the rules that apply to civil actions before a Magisterial District Judge.

A Magisterial District Judge has jurisdiction to hear small claims involving an amount of money up to \$12,000.00. If an individual wishes to file such a claim he must complete and file a "Civil Complaint" and serve the Complaint upon the named Defendant in accordance with the governing rules. The Plaintiff must prepay the filing and service fees. A hearing will then be scheduled.

1. Once a civil claim is filed, the magisterial district judge clerk shall set a hearing date within 12 to 60 days from the Complaint filing date. The Plaintiff must serve the Complaint on each named defendant within 60 days of the Complaint filing. The Defendant must be served with the Complaint at least 10 days before the scheduled hearing date. If the Plaintiff fails to serve the Complaint upon each Defendant within the specified 60 day time period, the Court may dismiss the Complaint Without Prejudice. The Plaintiff may reinstate the Complaint by filing a written request for reinstatement and paying a reinstatement filing fee.
2. The Plaintiff may serve the Complaint on each Defendant by any of the following methods: (a) certified mail, restricted delivery, return receipt requested; (b) personal hand delivery by Constable or sheriff. The Plaintiff must supply the Court with the residential address or business address of each Defendant.
3. The Court will schedule the first hearing on the Complaint. **The Plaintiff does not need to appear in Court on the date scheduled for the first hearing UNLESS you are notified that the defendant intends to defend against the Complaint.** It is the obligation of the Defendant to notify the Court if he intends to Defend against the Plaintiff's claim. This must be done by the time scheduled for the First Hearing. If the Defendant does not timely notify the Court of his intention to defend against the Complaint, a Judgment by Default will be entered in favor of the Plaintiff. If the Defendant does notify the Court of his intention to defend the filed claim, a new hearing date will be scheduled and all parties will be notified in writing.
4. If a hearing is held because the Defendant intends to defend against the filed claim, the Plaintiff must come prepared to prove his or her claim by a "preponderance of the evidence". Hearsay evidence from third parties and affidavits are **not** admissible in court. Bills, estimates, receipts or statements of account may be introduced. All parties may submit a written request to the Court to issue Subpoenas to witnesses compelling their attendance and testimony at the hearing. The written request for a subpoena must state the name and address of each witness to be subpoenaed. Subpoenas must be served 7 days before the hearing. Amendments to a Complaint may be made only when the Defendant is present in Court & may cause a continuance. Please note that Corporations can be represented only by a corporate officer or an attorney.
5. A Defendant may file and serve a "cross-complaint" against the Plaintiff necessitating a continuance of the hearing date and requiring the Plaintiff to defend against the new claim.
6. Continuances up to 30 days may be granted for cause or by agreement. No more than two (2) continuances shall be granted to either party.

7. The Magisterial District Judge will render his/her Judgment at the conclusion of the hearing, or within five (5) days.
8. If judgment is entered in favor of the Plaintiff, the Defendant has **30** days in which to pay the judgment amount to the Plaintiff or make arrangements with the Plaintiff to pay the Judgment.
9. All parties have the right to appeal the Judgment of the Magisterial District Judge by filing an appeal in the Office of the Prothonotary, Lancaster County Courthouse, 50 N. Duke St., Lancaster, Pa within **30** days of Judgment. Time is of the essence.
10. If Judgment is entered in favor of the Plaintiff and the Defendant does not file an appeal within 30 days, and if the Defendant fails to pay the Plaintiff the amount of the Judgment, the Plaintiff may file a Request for Issuance of an Order of Execution. The Magisterial District Judge Court cannot execute on any Judgment 5 or more years old.
11. Through the Order of Execution, a constable will levy upon tangible nonperishable personal property of the Defendant, if the Defendant possesses any such property, and sell the property at a public sale to satisfy the Judgment. The Plaintiff must appear at the sale and make appropriate arrangements with the constable for disposition of property levied upon and purchased at the sale.
12. At any time after the expiration of the 30 day appeal period, the Plaintiff may transfer a certified copy of the Magisterial District Judge's Judgment to the Office of the Prothonotary of the Court of Common Pleas in order to preserve the lien priority of the Plaintiff's Judgment. The Plaintiff is cautioned that the law requires him/her to take certain steps periodically to preserve or revive the Judgment.
13. If and when the Defendant does pay the Judgment in full, the Plaintiff must contact the District Court and file an "Entry of Satisfaction." Failure to do this could result in legal action against the Plaintiff by the Defendant.

# COMMONWEALTH OF PENNSYLVANIA



## A CIVIL LAWSUIT HAS BEEN FILED

**This letter and the enclosed Complaint shall serve as NOTICE to you of the lawsuit filed in District Court.**

**IF YOU ARE THE DEFENDANT -- if you wish to Defend against the Claim set forth in the Complaint, you must contact the District Court Office in writing or in person immediately. If the Court receives no response from you by the date set for the hearing, a Default Judgment will be entered against you. Please note, when contacting the Office to Defend against the Complaint, a new date may be set for the hearing on this matter.**

**IF YOU ARE THE PLAINTIFF -- you need not appear on the first date set for hearing UNLESS you are notified by the Court that the Defendant intends to defend. It is the Defendant's obligation to contact the Court by the date set for the first hearing to advise the Court of his intentions. If the Defendant wants to defend against the filed claim, a new hearing date will be scheduled. If the Defendant fails to contact the Court by the first hearing date or if the Defendant does not wish to defend against the filed claim, then a default judgment will be entered in favor of the Plaintiff and against the Defendant. If the Defendant is defending against the Complaint, the Plaintiff must appear at the newly scheduled hearing prepared to prove his case by demonstrating to the magistrate why the Defendant owes the money claimed. The Plaintiff must present evidence of the loss sustained along with written receipts or estimates. If there are witnesses you may ask them to appear to testify or you may ask the Court to issue a subpoena to compel the testimony.**

**All parties have a right to appeal the decision of the District Court within 30 days of decision by filing an appeal in the Office of the Prothonotary, Court of Common Pleas of Lancaster County, Pennsylvania, 50 North Duke Street, Lancaster, PA.**

You may contact an attorney for representation on this Claim. Please consult the telephone book, the LAWYER REFERRAL SERVICE of the Lancaster Bar Association, (717) 393-0737 or MIDPENN LEGAL SERVICES, 38 North Christian Street, Suite 200 (Third Floor), Lancaster, PA (717) 299-0971.

# **Administrative Office of Pennsylvania Courts**

## **Civil Complaint (AOPC 308A-03) Filing Instructions**

You need to have a copy of the Civil Complaint for the plaintiff, two copies for each defendant and a copy with an original signature for the magisterial district judge office. You may photocopy the completed complaint to produce the needed number of copies, including a copy for the defendant's attorney. You will be charged filing costs and service costs when the complaint is filed at the district court. No changes may be made to this form either in content or format.

**NOTE: ALL FORMS CAN BE ACCESSED ON LINE AT**

**[www.pacourts.us/forms/for-the-public](http://www.pacourts.us/forms/for-the-public)**



**CIVIL COMPLAINT**

Magisterial District Number:
MDJ Name: Hon.
Address:
Telephone: (    )

PLAINTIFF:	NAME and ADDRESS	┌
└		└
	<b>VS.</b>	
DEFENDANT:	NAME and ADDRESS	┌
└		└

Docket No.:
Date Filed:



	AMOUNT	DATE PAID
FILING COSTS	\$	
POSTAGE	\$	
SERVICE COSTS	\$	
CONSTABLE ED.	\$	
TOTAL	\$	

**Social security numbers and financial information (e.g. PINS) should not be listed. If the identity of an account number must be established, list only the last four digits. 204 Pa.Code §§ 213.1 - 213.7.**

Pa.R.C.P.M.D.J. No. 206 sets forth those costs recoverable by the prevailing party.

**TO THE DEFENDANT:** The above named plaintiff(s) asks judgment against you for \$ \_\_\_\_\_ together with costs upon the following claim (Civil fines must include citation of the statute or ordinance violated):

I, \_\_\_\_\_ verify that the facts set forth in this complaint are true and correct to the best of my knowledge, information, and belief. This statement is made subject to the penalties of Section 4904 of the Crimes Code (18 PA. C.S. § 4904) related to unsworn falsification to authorities.

\_\_\_\_\_  
(Signature of Plaintiff or Authorized Agent)

The plaintiff's attorney shall file an entry of appearance with the magisterial district court pursuant to Pa.R.C.P.M.D.J. 207.1.

**IF YOU INTEND TO ENTER A DEFENSE TO THIS COMPLAINT, YOU SHOULD SO NOTIFY THIS OFFICE IMMEDIATELY AT THE ABOVE TELEPHONE NUMBER. YOU MUST APPEAR AT THE HEARING AND PRESENT YOUR DEFENSE. UNLESS YOU DO, JUDGMENT MAY BE ENTERED AGAINST YOU BY DEFAULT.**

If you have a claim against the plaintiff which is within magisterial district judge jurisdiction and which you intend to assert at the hearing, you must file it on a complaint form at this office at least five (5) days before the date set for the hearing.

**If you are disabled and require a reasonable accommodation to gain access to the Magisterial District Court and its services, please contact the Magisterial District Court at the above address or telephone number. We are unable to provide transportation.**

# **Landlord-Tenant Complaints**

## LANDLORD/TENANT ACTIONS BEFORE A MAGISTERIAL DISTRICT JUDGE

The following is a synopsis of the rules that apply to civil landlord/tenant actions before a Magisterial District Judge.

1. A Magisterial District Judge has authority to hear claims for overdue rent and recovery of real property. If an individual wishes to file such a claim he must complete and file a Landlord/Tenant Complaint” and serve the Complaint upon the named Defendants. The Plaintiff must prepay the filing and service fees. A hearing will then be scheduled; the Plaintiff must attend the hearing.
2. Once a Landlord/Tenant claim is filed, the Magisterial District Judge clerk shall set a hearing date not less than 7 nor more than 15 days from the date the Complaint is filed. The Plaintiff must serve the Complaint on each Defendant by first class mail and by personal hand delivery by Constable or Sheriff. The Plaintiff must prepay the filing and complaint service costs.
3. If the Defendant has a claim against the Plaintiff arising out of the occupancy of the premises that he intends to assert at the hearing, the Defendant must file his claim on a Civil Complaint form in the District Court office. This Cross-Complaint must be served upon the Plaintiff. The filing of such a Cross-Complaint may result in a continuance as both Complaints will be heard by the Court at the same time. The Court will schedule both cases to be heard not less than 7 and not more than 15 days from the filing of the Defendant’s Cross-Complaint.
4. Continuances may be granted for cause or by agreement. A continuance will not extend the hearing more than 30 days from the date the Plaintiffs Complaint is filed or, if the Defendant files a Cross-Complaint, 20 days from such filing.
5. Amendments to the Complaint may be made only in the presence of the adverse party, in Court. This may result in a continuance of the hearing. **The Plaintiff must appear at the hearing and must come prepared to prove his or her claim.** The Plaintiff must be prepared to prove delivery of his Notice to Quit (if applicable) along with proof of rent owed, actual damages to the property if a loss was sustained and proof of lease violations (if applicable). The Plaintiff cannot add additional damages to the complaint at the hearing if the Defendant is not present. Hearsay evidence from third parties and affidavits are not admissible in court. Bills, estimates, receipts or statements of account may be introduced. All parties may submit a written request to the Court to issue Subpoenas to witnesses compelling them to attend the hearing on your behalf. The written request for a subpoena must state the name and address of each witness to be subpoenaed. Subpoenas must be served 7 days before the hearing. Please note that only a corporate officer or an attorney can represent Corporations.
6. If the Defendant fails to appear at the hearing, the hearing will be held in his absence and a Judgment for possession, rent, costs, and damages may be entered against the Defendant and may result in the Defendant’s eviction from the premises.
7. The Magisterial District Judge will render his/her Judgment at the conclusion of the hearing or within three (3) days.

8. All parties have the right to appeal the Judgment of the Magisterial District Judge by timely filing an appeal in the Office of the Prothonotary, Lancaster County Courthouse, 50 N. Duke St., Lancaster. PA. Time is of the essence in filing an appeal.
- **AN APPEAL FROM THE COURT’S POSSESSION JUDGMENT MUST BE FILED WITHIN 10 DAYS FOR RESIDENTIAL REAL PROPERTY (30 day appeal period for non-residential real property)**
  - **AN APPEAL FROM THE COURT’S MONEY JUDGMENT MUST BE FILED WITHIN 30 DAYS.**
1. In cases concerning Residential Real Property, if the Defendant fails to file a timely Appeal to the POSSESSION Judgment issued by the Court, on the 11<sup>th</sup> day after issuance of the Judgment, the Plaintiff may file a Request for Order of Possession with the Court. The Order of Possession will then be served upon the Defendant and the Court will schedule an eviction. The eviction will be scheduled, at the earliest, on the 11<sup>th</sup> day after the issuance of an Order of Possession. The Plaintiff will be responsible to pay an “ejectment fee” to the Constable performing the eviction.
  2. If the sole reason for the Tenant’s eviction is a failure to pay rent, the Court will specify that the eviction be cancelled upon full payment of the Judgment and costs for the eviction. These monies can be paid directly to the Landlord or the Constable performing the eviction. The Court must be notified 48 hours before the cancellation of any eviction in order for the ejectment fee to be refunded to the Plaintiff.
  3. If a Money Judgment is entered in favor of the Plaintiff and there is no appeal filed within the applicable 30 day time period, the Plaintiff may file papers with the Court Requesting Issuance of an Order of Execution. The District Court cannot execute on any Judgment 5 or more years old.
  4. Through the Order of Execution, a constable will levy upon tangible nonperishable personal property of the Defendant, if the Defendant possesses any such property, and sell the property at a public sale to satisfy the Judgment. The Plaintiff must appear at the sale and make appropriate arrangements with the constable for disposition of property levied upon and purchased at the sale.
  5. At any time after the expiration of the 30 day appeal period, the Plaintiff may transfer a certified copy of the District Court’s Judgment to the Office of the Prothonotary of the Court of Common Pleas in order to preserve the lien priority of the Judgment. The Plaintiff is cautioned that the law requires him/her to take certain steps periodically to preserve or revive the Judgment.
  6. If and when the Defendant does pay the Judgment in full, the Plaintiff must contact the District Court and file an “Entry of Satisfaction.” Failure to do this could result in legal action against the Plaintiff by the Defendant.



**Magisterial District Judge**

**Magisterial District**

## **A LANDLORD-TENANT SUIT HAS BEEN FILED**

**This letter and the enclosed Complaint shall serve as NOTICE to you of the Landlord-Tenant lawsuit filed in District Court 02-2-03.**

**IF YOU ARE THE DEFENDANT – You have the right to appear at the scheduled hearing, to participate in the hearing, introduce testimony, to call witnesses to testify on your behalf to introduce evidence, including receipts and to make argument.**

**If you fail to appear at the hearing, the Court may hold the hearing in your absence and without the benefit of your testimony or evidence. As a result of the hearing, the Court may enter a Judgment granting either Possession of the Real Estate or a Money Judgment in favor of the Plaintiff. A Judgment for Possession, Costs, rent and damages may be entered against the Defendant and may result in the Defendant's eviction from the Premises.**

**If the Court enters a Judgment for POSSESSION in favor of the Landlord, and the Defendant (Tenant) wishes to appeal the decision, THE APPEAL MUST BE FILED WITHIN 10 DAYS OF THE COURT'S DECISION.**

**If the Court enters a Judgment for MONEY in favor of the Landlord, and the Defendant (Tenant) wishes to appeal the decision, THE APPEAL MUST BE FILED WITHIN 30 DAYS OF THE COURT'S DECISION.**

**All appeals must be filed in the Office of the Prothonotary, Court of Common Pleas of Lancaster County, Pennsylvania, 50 North Duke Street, Lancaster, PA.**

You may contact an attorney for representation on this Claim. Please consult the telephone book, the LAWYER REFERRAL SERVICE of the Lancaster Bar Association, (717) 393-0737 or MIDPENN LEGAL SERVICES, 38 North Christian Street, Suite 200 (Third Floor), Lancaster, PA 17602 (717) 299-0971.

# **Administrative Office of Pennsylvania Courts**

## **Landlord-Tenant Complaint (AOPC 310A) Filing Instructions**

You need to have a copy of the Landlord Tenant Complaint for the Plaintiff, two copies for each defendant and a copy with an original signature for the Magisterial District Judge office. You may photocopy the completed complaint to produce the needed number of copies, including a copy for the defendant's attorney. You will be charged filing costs and service costs when the complaint is filed at the Magisterial District Judge Court. No changes may be made to this form either in content or format.

**NOTE: ALL FORMS CAN BE ACCESSED ON LINE AT**

**[www.pacourts.us/forms/for-the-public](http://www.pacourts.us/forms/for-the-public)**

Magisterial District Number: \_\_\_\_\_

MDJ Name: Hon. \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

PLAINTIFF: \_\_\_\_\_  
 NAME and ADDRESS \_\_\_\_\_

**VS.**

DEFENDANT: \_\_\_\_\_  
 NAME and ADDRESS \_\_\_\_\_

	Amount	Date Paid
Filing Costs	\$ _____	_____
Postage	\$ _____	_____
Service Costs	\$ _____	_____
Constable Ed.	\$ _____	_____
Total	\$ _____	_____

Pa.R.C.P.M.D.J. No. 206 sets forth those costs recoverable by the prevailing party.

Docket No.: \_\_\_\_\_

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



TO THE DEFENDANT: The above named plaintiff(s) asks judgment together with costs against you for the possession of real property and for:

Lease is  Residential  Nonresidential Monthly Rent \_\_\_\_\_ Security Deposit \_\_\_\_\_

A determination that the manufactured home and property have been abandoned

Damages for injury to the real property, to wit: \_\_\_\_\_ in the amount of: \$ \_\_\_\_\_

Damages for the unjust detention of the real property in the amount of \$ \_\_\_\_\_

Rent remaining due and unpaid on filing date in the amount of \$ \_\_\_\_\_

And additional rent remaining due and unpaid on hearing date \$ \_\_\_\_\_

Attorney fees in the amount of \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

THE PLAINTIFF FURTHER ALLEGES THAT:

1. The location and address, if any, of the real property is \_\_\_\_\_
2. The plaintiff is the landlord of that property.
3. The plaintiff leased or rented the property to you or to \_\_\_\_\_ under whom you claim.
4.  Notice to quit was given in accordance with law, or  
 No notice is required under the terms of the lease.
5.  The term for which the property was leased or rented is fully ended, or  
 A forfeiture has resulted by reason of a breach of the conditions of the lease, to wit: \_\_\_\_\_ or, \_\_\_\_\_
- Rent reserved and due has, upon demand, remained unsatisfied.
6. You retain the real property and refuse to give up its possession.

I, \_\_\_\_\_ verify that the facts set forth in this complaint are true and correct to the best of my knowledge, information and belief. This statement is made subject to the penalties of Section 4904 of the Crimes Code (18 PA. C.S. § 4904) relating to unsworn falsification to authorities.

\_\_\_\_\_  
 (Signature of Plaintiff)

The plaintiff's attorney shall file an entry of appearance with the magisterial district court pursuant to Pa.R.C.P.M.D.J. 207.1.

IF YOU HAVE A DEFENSE to this complaint you may present it at the hearing. IF YOU HAVE A CLAIM against the plaintiff arising out of the occupancy of the premises, which is in the magisterial district judge jurisdiction and which you intend to assert at the hearing, YOU MUST FILE it on a complaint form at this office BEFORE THE TIME set for the hearing. IF YOU DO NOT APPEAR AT THE HEARING, a judgment for possession and costs, and for damages and rent if claimed, may nevertheless be entered against you. A judgment against you for possession may result in your EVICTION from the premises.

**If you are disabled and require a reasonable accommodation to gain access to the Magisterial District Court and its services, please contact the Magisterial District Court at the above address or telephone number. We are unable to provide transportation.**

Magisterial District Number: \_\_\_\_\_

MDJ Name: Hon. \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**PLAINTIFF:** \_\_\_\_\_  
 NAME and ADDRESS

**VS.**

**DEFENDANT:** \_\_\_\_\_  
 NAME and ADDRESS

	Amount	Date Paid
Filing Costs	\$ _____	_____
Postage	\$ _____	_____
Service Costs	\$ _____	_____
Constable Ed.	\$ _____	_____
Total	\$ _____	_____

Pa.R.C.P.M.D.J. No. 206 sets forth those costs recoverable by the prevailing party.

Docket No.: \_\_\_\_\_

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



**TO THE DEFENDANT:** The above named plaintiff(s) asks judgment together with costs against you for the possession of real property and for:

Lease is  Residential  Nonresidential Monthly Rent \_\_\_\_\_ Security Deposit \_\_\_\_\_

A determination that the manufactured home and property have been abandoned

Damages for injury to the real property, to wit: \_\_\_\_\_ in the amount of: \$ \_\_\_\_\_

Damages for the unjust detention of the real property in the amount of \$ \_\_\_\_\_

Rent remaining due and unpaid on filing date in the amount of \$ \_\_\_\_\_

And additional rent remaining due and unpaid on hearing date \$ \_\_\_\_\_

Attorney fees in the amount of \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

**THE PLAINTIFF FURTHER ALLEGES THAT:**

1. The location and address, if any, of the real property is \_\_\_\_\_
2. The plaintiff is the landlord of that property. \_\_\_\_\_
3. The plaintiff leased or rented the property to you or to \_\_\_\_\_ under whom you claim.
4.  Notice to quit was given in accordance with law, or  
 No notice is required under the terms of the lease.
5.  The term for which the property was leased or rented is fully ended, or  
 A forfeiture has resulted by reason of a breach of the conditions of the lease, to wit: \_\_\_\_\_ or, \_\_\_\_\_
- Rent reserved and due has, upon demand, remained unsatisfied.
6. You retain the real property and refuse to give up its possession.

I, \_\_\_\_\_ verify that the facts set forth in this complaint are true and correct to the best of my knowledge, information and belief. This statement is made subject to the penalties of Section 4904 of the Crimes Code (18 PA. C.S. § 4904) relating to unsworn falsification to authorities.

\_\_\_\_\_  
 (Signature of Plaintiff)

The plaintiff's attorney shall file an entry of appearance with the magisterial district court pursuant to Pa.R.C.P.M.D.J. 207.1.

IF YOU HAVE A DEFENSE to this complaint you may present it at the hearing. IF YOU HAVE A CLAIM against the plaintiff arising out of the occupancy of the premises, which is in the magisterial district judge jurisdiction and which you intend to assert at the hearing, YOU MUST FILE it on a complaint form at this office BEFORE THE TIME set for the hearing. IF YOU DO NOT APPEAR AT THE HEARING, a judgment for possession and costs, and for damages and rent if claimed, may nevertheless be entered against you. A judgment against you for possession may result in your EVICTION from the premises.

**If you are disabled and require a reasonable accommodation to gain access to the Magisterial District Court and its services, please contact the Magisterial District Court at the above address or telephone number. We are unable to provide transportation.**

# **Private Criminal Complaints**

## MAGISTERIAL DISTRICT COURT INSTRUCTIONS FOR FILING

### PRIVATE CRIMINAL COMPLAINTS

1. If you believe someone broke the law and you wish to prosecute him/her without the assistance of the police, you must first determine what law was violated. You will be responsible for determining the exact statute that is involved and you will have to write the section(s) and subsection(s) of the criminal law(s) that you feel have been violated. You may have to consult an attorney or reference Pennsylvania's criminal laws (Title 18 of the Pennsylvania Crimes Code) in order to prepare the Criminal Complaint. You may need to go to the Law Library at the Courthouse to review the Crimes Code.
2. Once you know the name of the crime and the section(s) and subsection(s) of the Pennsylvania statute involved you can complete the private Criminal Complaint form.
3. **The Private Criminal Complaint form must be completed neatly, preferably typed.** If it is illegible, or if it is not properly filled out, it may not be accepted. You must provide a detailed explanation of the facts involved with the alleged crime including the date, time and location of the occurrence.
4. Be sure to provide all the required information indicated on the Complaint.
5. When you have completed the form, you must return it to the District Court. **The Complaint must be filed in the District Court office with jurisdiction over the location where the alleged crime occurred.** Rule 506 of the Pennsylvania Rules of Criminal Procedure requires that this form be submitted to the Office of the District Attorney for approval (or disapproval) when the Complaint involves charges graded as either summary, misdemeanor or felony offenses.
6. If the only charge in the Complaint is a graded as a "summary", then the District Attorney must approve or disapprove the charge. If the charge is approved, a summons will be mailed to the Defendant by the District Court. The Defendant must then enter a plea. The Defendant may elect to enter a plea of "guilt". If a guilty plea is received, the Defendant may be assessed a fine and be required to pay court costs. If the Defendant pleads "not guilty", a Summary Trial will be scheduled. You will be required to appear to present and prove your charge.
7. If at least one of the charges in the Complaint is graded as a "misdemeanor" or a "felony", then the District Attorney must approve or disapprove the Complaint. Once approved, the District Court will serve the Defendant with the Complaint (by a Summons or Warrant). The District Court will then schedule a Preliminary Hearing. You must be present at the Preliminary Hearing and prepared to prove the elements of the charge in your case.
8. When a case goes to Court, you must come prepared to prove your charge with supporting evidence and witnesses. If you require a subpoena to be issued to a witness you must make a written request for a subpoena and provide the Court with the name and address of each individual you wish to be subpoenaed.
9. If you fail to appear for the trial, the Complaint will be dismissed and you will be held responsible for Court Costs. If the Defendant is found "not guilty" you may be held responsible for Court Costs. If you withdraw your claim you will also be held responsible for Court Costs. These costs may exceed \$45.00.

COUNTY OF: Lancaster



**PRIVATE  
CRIMINAL COMPLAINT**

Magisterial District Number: <b>02-2-02</b>
MDJ Name: Hon. <b>Bruce A. Roth</b>
Address: <b>150 N. Queen St., Ste. 120 Lancaster, PA 17603</b>
Telephone: <b>(717)295-2000</b>

**COMMONWEALTH OF PENNSYLVANIA  
VS.**

DEFENDANT:

NAME and ADDRESS

John L. Smith

1122 Mockingbird Lane.  
Lancaster, PA 17602

Docket No.:
Date Filed:
OTN:

(Above to be completed by court personnel)

(Fill in defendant's name and address)

**Notice: Under Pa.R.Crim.P. 506, your complaint may require approval by the attorney for the Commonwealth before it can be accepted by the magisterial district court. If the attorney for the Commonwealth disapproves your complaint, you may petition the court of common pleas for review of the decision of the attorney for the Commonwealth.**

Fill in as much information as you have.

Defendant's Race/Ethnicity <input checked="" type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Native American <input type="checkbox"/> Hispanic <input type="checkbox"/> Unknown	Defendant's Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Defendant's D.O.B. <b>10/13/78</b>	Defendant's SID (State Identification Number)
Defendant's A.K.A. (also known as)	Defendant's Vehicle Information Plate Number   State <b>YKW123   PA</b>	Registration Sticker (MM/YY) <b>04/14</b>	Defendant's Driver's License Number State

I, Jane B.Doe

(Name of Complainant-Please Print or Type)

do hereby state: (check appropriate box)

- I accuse the above named defendant who lives at the address set forth above  
 I accuse the defendant whose name is unknown to me but who is described as \_\_\_\_\_  
 I accuse the defendant whose name and popular designation or nickname is unknown to me and whom I have therefore designated as John Doe

with violating the penal laws of the Commonwealth of Pennsylvania at 123 E. Clay St., Lancaster, PA  
(Place-Political Subdivision)

in Lancaster County on or about 06/02,2014 @ 12:01 am

Participants were: (if there were participants, place their names here, repeating the name of the above defendant)

James Z Smith

Defendant's Name: John L. Smith
Docket Number:



**PRIVATE  
CRIMINAL COMPLAINT**

2. The acts committed by the accused were:  
 (Set forth a summary of the facts sufficient to advise the defendant of the nature of the offense charged. A citation to the statute allegedly violated, without more, is not sufficient. In a summary case, you must cite the specific section and subsection of the statute or ordinance allegedly violated. The age of the victim at the time of the offense may be included, if known. In addition, **social security numbers and financial information (e.g. PINS) should not be listed. If the identity of an account number must be established, list only the last four digits. 204 Pa.Code §§ 213.1 - 213.7.**)
- Retail theft in that he stole a purse from my store at that address

All of which were against the peace and dignity of the Commonwealth of Pennsylvania and contrary to the Act of Assembly, or in violation of 3929 and (a)(1)  
(Section) (Subsection)  
 of the Title 18, Pa. Crimes Code  
(PA Statute)

3. I ask that process be issued and that the defendant be required to answer the charges I have made.
4. I verify that the facts set forth in this complaint are true and correct to the best of my knowledge or information and belief. This verification is made subject to the penalties of Section 4904 of the Crimes Code (18 Pa.C.S. § 4904) relating to unsworn falsification to authorities.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Complainant

Office of the Attorney for the Commonwealth  Approved  Disapproved because: \_\_\_\_\_

\_\_\_\_\_ (Name of Attorney for Commonwealth-Please Print or Type) \_\_\_\_\_ (Signature of Attorney for Commonwealth) \_\_\_\_\_ (Date)

AND NOW, on this date \_\_\_\_\_, I certify that the complaint has been properly completed and verified.

\_\_\_\_\_ (Magisterial District) \_\_\_\_\_ (Issuing Authority) **SEAL**

COUNTY OF: \_\_\_\_\_



# PRIVATE CRIMINAL COMPLAINT

Magisterial District Number: \_\_\_\_\_

MDJ Name: Hon. \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

## COMMONWEALTH OF PENNSYLVANIA VS.

DEFENDANT: \_\_\_\_\_  
NAME and ADDRESS

Docket No.: \_\_\_\_\_

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

OTN: \_\_\_\_\_

\_\_\_\_\_

(Above to be completed by court personnel)

(Fill in defendant's name and address)

**Notice: Under Pa.R.Crim.P. 506, your complaint may require approval by the attorney for the Commonwealth before it can be accepted by the magisterial district court. If the attorney for the Commonwealth disapproves your complaint, you may petition the court of common pleas for review of the decision of the attorney for the Commonwealth.**

Fill in as much information as you have.

Defendant's Race/Ethnicity <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Native American <input type="checkbox"/> Hispanic <input type="checkbox"/> Unknown	Defendant's Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Defendant's D.O.B.	Defendant's SID (State Identification Number)
Defendant's A.K.A. (also known as)	Defendant's Vehicle Information Plate Number    State    Registration Sticker (MM/YY)	Defendant's Driver's License Number State	

I, \_\_\_\_\_  
(Name of Complainant-Please Print or Type)

do hereby state: (check appropriate box)

- I accuse the above named defendant who lives at the address set forth above  
 I accuse the defendant whose name is unknown to me but who is described as \_\_\_\_\_  
 I accuse the defendant whose name and popular designation or nickname is unknown to me and whom I have therefore designated as John Doe

with violating the penal laws of the Commonwealth of Pennsylvania at \_\_\_\_\_  
(Place-Political Subdivision)

in \_\_\_\_\_ County on or about \_\_\_\_\_

Participants were: (if there were participants, place their names here, repeating the name of the above defendant)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# PRIVATE CRIMINAL COMPLAINT

Defendant's Name:
Docket Number:

2. **The acts committed by the accused were:**  
 (Set forth a summary of the facts sufficient to advise the defendant of the nature of the offense charged. A citation to the statute allegedly violated, without more, is not sufficient. In a summary case, you must cite the specific section and subsection of the statute or ordinance allegedly violated. The age of the victim at the time of the offense may be included, if known. In addition, **social security numbers and financial information (e.g. PINS) should not be listed. If the identity of an account number must be established, list only the last four digits. 204 Pa.Code §§ 213.1 - 213.7.**)

All of which were against the peace and dignity of the Commonwealth of Pennsylvania and contrary to the Act of Assembly, or in violation of \_\_\_\_\_ and \_\_\_\_\_  
(Section) (Subsection)  
 of the \_\_\_\_\_  
(PA Statute)

3. I ask that process be issued and that the defendant be required to answer the charges I have made.
4. I verify that the facts set forth in this complaint are true and correct to the best of my knowledge or information and belief. This verification is made subject to the penalties of Section 4904 of the Crimes Code (18 Pa.C.S. § 4904) relating to unsworn falsification to authorities.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Complainant

Office of the Attorney for the Commonwealth  Approved  Disapproved because: \_\_\_\_\_

\_\_\_\_\_ (Name of Attorney for Commonwealth-Please Print or Type) \_\_\_\_\_ (Signature of Attorney for Commonwealth) \_\_\_\_\_ (Date)

AND NOW, on this date \_\_\_\_\_, I certify that the complaint has been properly completed and verified.

\_\_\_\_\_ (Magisterial District) \_\_\_\_\_ (Issuing Authority)

**SEAL**

## LANCASTER COUNTY MAGISTERIAL DISTRICT JUDGES

<b>BEARINGER, Clark A.</b> 2 Cardinal Drive Stevens, PA 17578-9796 336-2801 OR 738-0082 <b>FAX 336-3394</b>	<b>02-3-07</b>  Danette Ludwig  MDC02307@lanastercountypa.gov	<b>LEFEVER, Andrew, Esq.</b> 796A New Holland Ave Lancaster, PA 17602-2137 299-7966 <b>FAX 390-2344</b>	<b>02-2-04</b>  Carmen Delvillar  MDC02204@lanastercountypa.gov
<b>BENDER, John E, Esq.</b> 150 N. Queen Street Suite 120 Lancaster, PA 17603 295-2000 <b>FAX 209-3031</b>	<b>02-2-02</b>  Marilyn Kurtz  MDC02202@lanastercountypa.gov	<b>MANKIN II, William R.</b> 25 East State Street Quarryville, PA 17566-1274 786-7368 <b>FAX 786-2072</b>	<b>02-3-04</b>  Jodie Mylin  MDC02304@lanastercountypa.gov
<b>BENNER, William E. Jr., Esq.</b> 324 Beaver Valley Pike Willow Street, PA 17584-9529 464-4141 <b>FAX 464-2824</b>	<b>02-3-03</b>  Samantha Hjelm  MDC02303@lanastercountypa.gov	<b>MILLER Randall L, Esq.</b> 5 Municipal Dr Elizabethtown, PA 17022 367-4330 OR 653-1969 <b>FAX 367-8019</b>	<b>02-3-09</b>  Jamie Hoffer  MDC02309@lanastercountypa.gov
<b>BIXLER, Miles K.</b> 341 Chestnut Street Columbia, PA 17512-1187 684-2761 <b>FAX 684-9774</b>	<b>02-1-03</b>  Bobbie Jo Stump  MDC02103@lanastercountypa.gov	<b>MONSON, Courtney M, Esq.</b> 2205 Oregon Pike Lancaster, PA 17601-4606 569-8774 <b>FAX 569-8721</b>	<b>02-1-02</b>  Claudia Elliott  MDC02102@lanastercountypa.gov
<b>CHUDZIK, Brian E, Esq.</b> 2168 Embassy Drive, Suite 150 Lancaster, PA 17603 735-2288 <b>FAX 735-2270</b>	<b>02-2-05</b>  Tricia Weiss  MDC02205@lanastercountypa.gov	<b>RICHARDSON, Jodie E.</b> 123 Locust Street, Rear Lancaster, PA 17602-3609 299-7974 <b>FAX 299-8375</b>	<b>02-2-01</b>  Nadirah Carter  MDC02201@lanastercountypa.gov
<b>COMMINS, B. Denise</b> 15 Geist Road Lancaster, PA 17601-5993 656-2191 <b>FAX 656-4425</b>	<b>02-3-02</b>  Betsaida Laureano  MDC02302@lanastercountypa.gov	<b>SHELLER, Raymond S.</b> 3 Heritage Dr, Suite 100 Gordonville, Pa 17529 768-3312 <b>FAX 768-3250</b>	<b>02-3-05</b>  Brittney Kreiser  MDC02305@lanastercountypa.gov
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