

SUMMARY APPEALS

The filing fee for a summary appeal is \$58.50 cash or money order (no personal checks). The filing fee for the Appeal is NON-REFUNDABLE – payable to “Clerk of Courts”. If you return the form by mail. Returnable to:

Jodi Klabon-Esoldo
Clerk of Courts
430 Court Street
New Castle, PA 16101

A summary appeal must be filed within 30 days of the decision of the district justice.

Instructions:

Name and Address of Appellant: Is who the citation was written out for.

Date: Is the date the citation was issued.

Issuing Authority Docket No: Is the case number from the District Judge.

Citation No: Is the number at the top of the citation.

Appeal From Sentence: Usually costs, fines & restitution – sometimes jail sentence.

Date of Sentence: Date you were sentenced before the District Justice.

Offense(s) Convicted Of: All charges assessed against you at the District Justice as shown on citation.

Name and Address of Affiant (Prosecutor): Is the Officer or Trooper who issued the Citation or Complaint (please list name and Police Department and address).

Costs, Fine(s) or Restitution: Is the amount paid at the District Justice.

District Justice: Where the hearing took place, which is one of the following:

District 53-1-01 – **Melissa Amodie** 430 Court Street, New Caste, PA 16101

District 53-3-01– **Jerry Cartwright**, 607 Lawrence Avenue, Ellwood City, PA 16117

District 53-3-02 – **Jennifer Nicholson**, 4834 State Route 18, New Castle, PA 16102

District 53-3-04 – **Richard Russo**, 3470 Wilmington Road, Suite 100, New Castle, PA 16105

If you are going to have an attorney represent you in this action, please have your attorney enter his/her appearance in the Clerk of Courts office.

NOTE FOR TRAFFIC (VEHICLE CODE VIOLATIONS):

The filing of a summary appeal does not delay the assessment of points against your driving record. This is the policy of the Department of Driver Licensing, not the Clerk of Courts. After the summary appeal hearing, the Department of Transportation will be notified of the outcome of the appeal.

If you feel your license may be suspended as a result of this summary offense and wish to comply with Section 1555 of the Vehicle Code, please advise this office at the time of filing the summary appeal. Remember, this may delay the suspension of your license, but it is at the discretion of the Department of Transportation.

The information contained herein is provided for informational purposes only and shall not be construed as legal advice. For further guidance regarding the filing of a summary appeal please consult an attorney. Lawrence County Lawyer Referral may be reached via telephone at 724-656-1921.

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:		

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