

**OFFICE OF THE PROTHONOTARY AND CLERK OF COURTS
CLEARFIELD COUNTY**

BRIAN K. SPENCER
PROTHONOTARY/CLERK OF COURT
BSPENCER@CLEARFIELDCO.ORG



CHRISTOPHER MOHNEY, ESQ
SOLICITOR
CEMESQ@VERIZON.NET

KERRI DUNLAP
DEPUTY PROTHONOTARY
KDUNLAP@CLEARFIELDCO.ORG

1 N 2ND STREET
PO BOX 549
CLEARFIELD PA 16830

PATTI BUMBARGER
ADMINISTRATIVE ASSISTANT
PBUMBARGER@CLEARFIELDCO.ORG

(814)-765-2641
FAX (814)-765-7659

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 Court of Common Pleas.
 - Payment can be in the form of cash, check or money order.
 - Each citation represents a separate Summary Appeal and each requires a separate filing fee.
 - You must submit the **ORIGINAL** attach Summary Appeal form for **EACH APPEAL** to our office with payment
2. You will be notified by the Court Administrator's Office of your hearing date
3. You must notify the 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 time-stamped appeal and your Request for Delay of Suspension, Revocation or Disqualification to the PennDOT Correspondence Unit. 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 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's Office.

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 of relief 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

Print Name: _____

Signature: _____

Address/Phone No.: _____

Supreme Court ID No: _____

Continued on next page:



NOTICE TO DEFENDANT:

If your appeal is from a motor vehicle conviction other than parking, have the Clerk of Courts certify this copy so YOU, the DEFENDANT, can serve the Pennsylvania Department of Transportation a copy of your Summary Appeal. The defendant is required to serve PennDOT at the address below:

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.

Defendant's Signature

Clerk of Court

REQUEST FOR DELAY OF SUSPENSION, REVOCATION OR DISQUALIFICATION

Pursuant to Act 48 of 1995 - Section 1555

Notice to PENNDOT of Filing of Appeal from Summary Conviction

Date: _____

Name: _____

Driver's License: _____

CCP Case#: _____

This is to certify that I have filed an appeal from summary conviction with the
Commonwealth of Pennsylvania, _____ County. Please delay my
license suspension for six-months.

Signature: _____

Attached: certified/time-stamped copy of appeal

Send to:
PENNDOT
Discrepancy Unit
PO Box 68615
Harrisburg, PA 17106

**PLEASE NOTE: USE THIS FORM ONLY IF YOUR LICENSE IS IN
JEOPARDY OF SUSPENSION, REVOCATION OR DISQUALIFICATION -
NOT FOR REMOVAL OF POINTS, EXAMS OR HEARINGS.**