

### **INSTRUCTIONS FOR FILING A NOTICE OF APPEAL A MAGISTERIAL DISTRICT JUDGE**

1. Complete the Notice of Appeal Form.
2. Make 3 copies of the appeal.
3. File the appeal (original plus 3 copies) in the Prothonotary Office with a copy of the judgment from the Magisterial District court. Acceptable methods of payment – Cash, Money Order or Check. **After filing the appeal, it is strongly recommended that an attorney be consulted for the remaining litigation of the appeal.**
4. Serve the copies of the Notice of Appeal upon the opposing parties (appellee) and Magisterial District Court.
5. Complete the Proof of Service form, make a copy and file the original in the Prothonotary's office within 10 days. If service has been made by Certified mail, attach the white slips from the Post Office to the Proof of Service form. Bring in or mail the green cards attached to a piece of paper (8 ½ x 11 ) with the Case Number on them to the Prothonotary's office.

### **INSTRUCTIONS FOR FILING A NOTICE OF APPEAL FOR A LANDLORD/TENANT ACTION**

All of the steps above are the same, with the following exception:

To remain in the property and obtain a Supersedeas for the possession, a bond must be paid (in addition to the filing fee). This consists of 3 months rent or the amount in arrears, whichever is less. **This payment is only accepted by cash, money order or certified check (no personal checks).**