

# PROTHONOTARY AND CLERK OF COURTS OF INDIANA COUNTY

www.countyofindiana.org

RANDY DEGENKOLB  
PROTHONOTARY AND CLERK OF COURTS

Sharon Mlecik  
FIRST DEPUTY

## **INSTRUCTIONS TO APPEAL RULING OF DISTRICT JUSTICE**

To appeal the ruling of a Magistrate (District Justice) you must complete the appeal form and file it within 30 days of the original ruling. You can perform this action by mail if you are unable to physically come to our office. These sequential steps are to be followed for this process:

*NOTE: If this is a Landlord/Tenant appeal, you must pay a bond of 3 months rent OR the amount of the judgment (whichever is less) in addition to the appeal fee.*

A) The fee for this action is \$130.00 which can be paid via cash, check, or money order. Checks (and money orders) should be payable to "Prothonotary of Indiana County". Complete the front of the first page (white). Be sure to print very firmly as it 'copies' on to all of the other forms. Send the entire packet along with the fee to our office.

B) Once we receive the packet (and fee) we will time-stamp each page and retain the white copy. We will send all of the time-stamped, colored copies back to you.

C) You will then "serve" the appellee and the District Justice where the case originated. This simply means that you will send them a copy of your appeal (pink copy to Appellee, gold copy to District Justice). It is best to send this by certified mail and to retain the purchase receipt and return receipt (of the certified mail) as proof that you have "served" the Appellee and District Justice.

D) You must complete the back of the green form showing that you "served" the Appellee and the District Justice and file this "proof of service" in our office. This "proof of service" must be notarized (our office is able to notarize this).

Our office is open from 8:00am to 4:00pm on weekdays. Please contact our office if you have additional questions or concerns. Finally, as with all legal processes, we encourage you to consult an attorney regarding this.

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