

## **FILING A NOTICE OF APPEAL IN A CIVIL CASE**

**WHERE TO FILE:** FILING IN-PERSON, MAIL IN OR ELECTRONICALLY

**FILING IN-PERSON OR MAIL IN TO:**  
OFFICE OF JUDICIAL RECORDS  
CIVIL FILING CENTER - CIVIL APPEALS/CERTIFICATIONS  
Room 296, City Hall  
Broad and Market Streets  
Philadelphia, PA 19107

### **ELECTRONIC FILING SYSTEM**

<https://fjdefile.phila.gov/>

Under "Needs Help," select "To Apply for a User Name, click here."

- **If you are not an attorney,** select option:
- "I am not an attorney. I represent myself in the litigation for which I am requesting a User Name and Password ("PRO SE")."

Next, you will be prompted to complete the "Create New User Name" form.

Fill out the form and press submit.

After you press submit, your user name, password and pin will be e-mailed to all email addresses entered in the form.

Once you login, go to Existing Cases, Trial Division – Civil, Select Notice of Appeal to Commonwealth, Superior Court or Supreme Court.

**WHAT TO FILE:** An original of the Notice of Appeal Package is required.

### **INCLUDED IN THE APPEAL PACKAGE:**

**NOTICE OF APPEAL:** Full caption as it appears on lower court docket is required. Indicate who is appealing, the date of the order or judgment that you are appealing and the court to which you are appealing. Your original signature is required. Please print your name, address and phone number.

**PROOF OF SERVICE:** Indicate the manner of service (first class mail, hand delivery, etc), names and addresses of parties being served, this includes the JUDGE whose order is being appealed, ALL INTERESTED PARTIES (i.e. opposing Counsel in the case or Parties of Record), if not represented by an Attorney. Also, if applicable, serve the official Court Reporter and Deputy Court Administrator Danielle O'Connor.

**ORDER FOR TRANSCRIPT:** If notes were taken pursuant to R.A.P. 1911, you shall file an ORDER FOR TRANSCRIPT, in which you state that you are ordering and paying for this service. The Transcript Order Form must be completed and sent to the Official Court Reporter.

If notes have already been transcribed, indicate this on your order for transcript, you are still required to notify the Court Reporter. If notes were not taken, you do not have to serve a Court Reporter or Danielle O'Connor.

***DO NOT SERVE THE OFFICE OF JUDICIAL RECORDS OF COMMON PLEAS COURT OR THE APPELLATE COURT WITH COPIES OF THE NOTICE OF APPEAL, NOR LIST THEM ON YOUR PROOF OF SERVICE.***

**FEES:** A total fee of \$363.19 plus \$1.00 per page can be paid using cash or business check (no personal checks are accepted) made payable to the Office of Judicial Records. The Appellate fee of \$90.25 is included in the total fee amount.

**DO NOT ATTACH DOCKET ENTRIES. THE APPELLATE UNIT WILL FORWARD DOCKET ENTRIES**

AFTER THE APPEAL HAS BEEN DOCKETED AND SCANNED. ONCE THE NOTICE OF APPEAL HAS BEEN DOCKETED AND SCANNED, THE ORIGINAL FILING WILL BE RETURNED TO THE FILER.

If filing *IN FORMA PAUPERIS* (without fee), ask for further instructions.

DO NOT SERVE YOUR COPIES UNTIL THE APPEAL HAS BEEN REVIEWED AND ACCEPTED FOR FILING BY THE APPELLATE UNIT.

IT IS ALWAYS HELPFUL TO INCLUDE A COPY OF THE DECISION YOU ARE APPEALING.

If you have any questions, please contact us at 215-686-4252.

**IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY**

(Do not use et al, MUST HAVE FULL CAPTION)

\_\_\_\_\_  
  
vs.  
  
\_\_\_\_\_

COURT OF COMMON PLEAS,  
  
\_\_\_\_\_ TERM, 20\_\_\_\_\_  
  
NO. \_\_\_\_\_  
*(This Form for Civil Appeals Only)*

(Use Add/ Paper for Larger Captions)

**NOTICE OF APPEAL**

Notice is hereby given that \_\_\_\_\_  
*(Appealing Party)*

Above named, hereby appeals to the:

- Superior Court
- Commonwealth Court
- Supreme Court

Of Pennsylvania, from the \_\_\_\_\_ entered in the above case,  
*(Order, Judgment, etc.)*

on the \_\_\_\_\_ day of \_\_\_\_\_,  
*(Date of Order Being Appealed)*

SIGNATURE \_\_\_\_\_  
*(Attorney for Appellant(s) or Pro Se)*

I.D. \_\_\_\_\_

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_  
*(City, State, Zip)*

\_\_\_\_\_  
*(Phone)*

**\*\*\*PLEASE FILE ONE (1) ORIGINAL IN ROOM 296 CITY HALL\*\*\***

**IN THE COURT OF COMMON PLEAS  
PHILADELPHIA COUNTY**

[Commonwealth Of Pennsylvania Or Named Plaintiff]	:	Civil Trial Division
	:	
	:	
vs.	:	_____TERM, _____
	:	
	:	NO _____
	:	
[Named Defendant]	:	

**AFFIDAVIT OF SERVICE**

I, \_\_\_\_\_ Esquire, hereby certify that I am this day serving a true and correct copy of the Notice of Appeal together with the Order of Transcript, in the manner set forth below, to the following:

	<u>Type of Service</u>
_____, Office Court Reporter Land Title Bldg., 100 South Broad St., 2nd Floor Philadelphia, PA 19110	Personal Service First Class Mail
Judge _____ Address _____ _____	Personal Service First Class Mail
Danielle O'Connor, Deputy Court Administrator Court Reporters/Interpreters Land Title Bldg., 100 South Broad St., 2nd Floor Philadelphia, PA 19110	Personal Service First Class Mail
Appellee/ Attorney for Appellee Name _____ Address _____ _____	Personal Service First Class Mail

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

\_\_\_\_\_ *(Attorney for Appellant)*

**NOTICE TO THE BAR**

In *Commonwealth v. Williams*, 715 A.2d 1101 (1998), the Supreme Court restated the requirement that appellant's counsel order the relevant portions of notes of testimony for submission to the appellate court. Failure to do so may result in the dismissal of the appeal.

Counsel are reminded to comply with Pa. R.A.P. No. 1911, which requires appellant to order all transcripts necessary to decide the appeal. The Order for transcript must be in the form provided in that rule (*see the Order which follows this Notice*), and must be served on the named court reporter at the Land Title Building, 2nd Floor, 100 South Broad Street, Philadelphia, PA 19110; the trial judge and Janet C. Fasy, Deputy Court Administrator, Court Reporters, Land Title Building, 2nd Floor, 100 South Broad Street, Philadelphia, PA 19110. An Affidavit of Service must be attached to the Order (*see the Affidavit which follows this Notice*).

The court reporter will not transcribe any notes of testimony of any hearing unless ordered as required by Pa. R.A.P. No. 1911 and Pa. R.J.A. No. 5000.1, et seq. The record will be forwarded to the appellate court without the notes of testimony as required by Pa. R.A.P. No. 1931, unless appellant complies with Pa. R.A.P. 1911.

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

\_\_\_\_\_  
Idee C Fox, President Judge Court of  
Common Pleas

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

\_\_\_\_\_  
DANIELLE O'CONNOR  
Deputy Court Administrator  
Court Reporters/Interpreters



**First Judicial District of Pennsylvania**  
**Court Reporter, Digital Recording and Interpreter Administration**  
 Land Title Building, 100 South Broad Street, Second Floor  
 Philadelphia, Pennsylvania 19110  
 Tele: 215-683-8000 Fax: 215-683-8005

**TRANSCRIPT ORDER FORM**

Criminal transcripts will be provided on a regular-delivery basis. Transcripts may not be ordered strictly "for the file."

**Directive from the District Court Administrator:** In cases where the Court is responsible for the cost of a transcript, transcription of the following is prohibited:

- **Misdemeanor trials, except upon Notice of Appeal**
- **Trials - Waiver or Jury, resulting in a Not Guilty verdict**
- **Guilty Pleas**, except in homicide cases
- **Violation of Probation/Parole hearings**
- **Voir Dire**, except in death-penalty cases or where a Batson issue is raised or upon authorization of the Trial Judge.
- **Opening and closing arguments**
- **Call of the List**

**All information must be completed in order to begin transcription of notes.**

**IS THIS AN APPEAL?** YES  NO  **IF NO, NEXT TRIAL DATE:** \_\_\_\_\_

**CASE NAME:** (Commonwealth vs.) or (Party vs. Party) **Case Number(s)**  MC  PETITION

\_\_\_\_\_  
 \_\_\_\_\_

Are there co-defendants? Please list:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Hearing/Trial Date(s): \_\_\_\_\_ Courtroom #: \_\_\_\_\_ Judge: \_\_\_\_\_

- Preliminary Hearing     Motion     Trial     Jury Trial     Hearing  
 Sentencing     PCRA Hearing     Other: \_\_\_\_\_

**Court Reporter's Name and Phone Number:** \_\_\_\_\_ or  **Digital Recording**

- Court-Appointed Counsel** (Attach Appointment Letter-Regular delivery only)     **Private Counsel/Party**     **In Forma Pauperis** (Please attach documentation)

Requesting Attorney or Party Name: \_\_\_\_\_

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

City, State and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

- DELIVERY:**  **Regular Delivery**     **Expedited** (Please call reporter/office)     **Daily** (Next Day) (Please call reporter/office)     **Immediate** (Same Day – call reporter/office)

If transcript is for an Appeal, you **MUST** attach the Appeal cover sheet to this transcript order form.

*I understand that pursuant to Pa.R.J.A. No. 5000.6, transcription will not commence until the required deposit is received. I understand and agree that the unauthorized copying, duplication or sharing of the transcript without the express written approval of the court reporter shall subject me to all appropriate legal proceedings, including, but not limited to, civil action for damages pursuant to Pa.R.J.A. No. 5000.7 and notification to the Pennsylvania Disciplinary Board.*

Signature of Attorney or Ordering Party: \_\_\_\_\_ Date: \_\_\_\_\_

**TO ORDER A TRANSCRIPT:** Email this form to: [transcripts@courts.phila.gov](mailto:transcripts@courts.phila.gov).

When ordering daily, expedited or immediate delivery, in addition to the form, you must call the court reporter directly.

**Payment must be made by check or money order. This office cannot accept cash.**

**We will confirm receipt of your transcript request via email.**