

County of Butler, Pennsylvania

Office of Clerk of Courts

Lisa Weiland Lotz, Clerk of Courts

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Butler, PA 16003-1208

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SUMMARY APPEAL INSTRUCTIONS:

Attached is “*Notice of Appeal from Summary Criminal Conviction*” form. Please complete this form and return to the Clerk of Courts Office at P.O. Box 1208, Butler PA 16003-1208. Please enclose a check or money order in the amount of sixty-six dollars (\$66.00) for the appeal (non-refundable).

CP-10- S.A. No.: The Clerk of Court’s Office will complete.

Name and Address of Defendant: This is the violator.

D.J. Docket No.: This is the number assigned to your case by the magisterial district justice.
(Ex: MJ 50305-TR-000-2017)

Citation No.: This is the number at the top of the citation.

Offense Date: This is the date the incident occurred.

Sentence/DJ Decision Date: This is the magisterial district justice disposition date.

Costs, Fine(s), and/or Bail Paid: This is the amount, if any, that was paid at the magisterial district justice.

Name and Address of Magisterial District Justice: Location of court where citation originally filed.

Name and Address of the Affiant: This is the police officer, trooper or official who made a sworn statement.

Reason for Appeal: Please check 1, 2, or 3. (If number 1 is checked, please include the title, section & sub-section number for each offense).

If you need assistance in obtaining the above information, please contact the magisterial district justice office.

If an attorney is representing you in this action, please request he/she enter his/her appearance in the Clerk of Courts Office.

If a defendant fails to appear at a hearing, the appeal may be dismissed & the Magisterial District Judge’s sentence on the summary conviction may be reinstated, including all fines, costs & license suspension, where applicable.

Note: An “*In Forma Pauperis*” motion is available upon request if you are unable to pay the filing fee.

Commonwealth of Pennsylvania
Court of Common Pleas
County of Butler, 50th Judicial District
Butler County Clerk of Courts
Butler County Courthouse
124 West Diamond Street
P.O. Box 1208
Butler, PA 16003-1208



Notice of Appeal from Summary Criminal Conviction

CP-10-SA-_____ 20____

Name & Mailing Address of **Defendant**:

Name & Mailing Address of **Magisterial District Justice**:

D.J. Docket No.: _____

Citation No.: _____

Offense Date: _____

Sentence/DJ Decision Date: _____

Costs, Fine (s), and/or Bail Paid: _____

Name & Mailing Address of **Affiant (ex: Police Officer)**:

(Office Use Only)

THIS CASE WILL BE HEARD:

HEARING DATE: _____

TIME: _____

COURTROOM #: _____

Reason for Appeal: (Please check one)

- 1. Guilty Conviction (Offenses & Section Nos.)
- 2. Indigency Hearing For Willful Failure to Pay (Payment Plan)
- 3. District Justice Contempt Order

Signature

Date

Print Name

NOTICE TO DEFENDANT:

If your appeal is from a motor vehicle conviction other than parking, have the Clerk of Courts certify this copy & you are responsible to mail it 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

Copies: Defendant; Affiant; District Justice; District Attorney; Court Administration, Attorney (if applicable)

Initials