



**COUNTY OF
MONTGOMERY**

COURT HOUSE
PO BOX 311
NORRISTOWN, PENNSYLVANIA

OFFICE OF CLERK OF COURTS

CLERK OF COURTS
LORI SCHREIBER

FIRST DEPUTY
JIMMY DIPLACIDO

SECOND DEPUTY/ADMIN. ASST.
LINDA SULOCK

(610) 278-3346
FAX (610) 292-2163

PROCEDURE FOR FILING A SUMMARY APPEAL

All summary appeals **MUST** be filed within **30 days** from the date of the decision by the Magisterial District Court, which is the date of the hearing before the Magisterial District Judge.

Note: If you are past your 30 day window, please see the Motion to File Summary Appeal/ Nunc Pro Tunc packet.

1. There is a **NON-REFUNDABLE** filing fee of **\$65.50** 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 Common Pleas Court. **Payment is only accepted by Cash, Credit Card, or Money Order at this time made payable to the Clerk of Courts. (We do not accept American Express)**

2. Attached is a **SAMPLE** of how to fill out the Summary Appeal form along with the information for the Magisterial District Courts. Please refer to your paperwork from the Magisterial District Court. If you do not have this information, contact the lower court. (see attached contact information) To obtain the lower court information electronically, please visit: **ujportal.pacourts.us** website.

3. If the summary offense conviction you are appealing involves a traffic violation for which your license may be suspended, please fill out the Request for Delay of License Suspension form in this packet. We will then send a certified copy of your appeal to Penn Dot. **Note: This is an additional cost of \$7.33 making the \$65.50 filing fee become \$72.83 to file.** If you don't have us mail on your behalf you are responsible for mailing the certified copy of your appeal and cover sheet to PennDOT. If you have any questions regarding points and possible license suspension, call PennDOT at 1-800-932-4600.

Important Note: Petitions missing the issuing authority docket number, Packet and payment will be returned.

Our mailing address is: *Clerk of Courts*
P.O Box 311
Norristown, PA 19404

4. If you are found “Not Guilty” or charges are withdrawn or dismissed in the Court of Common Pleas, you will receive a refund of any monies paid to the Magisterial District Court. The filing fee payable to the Clerk of Courts is non-refundable. If you are found Guilty, you will be billed for any outstanding costs.

5. **Questions about your court date?** Contact Court Administration at 610-278-3224.

6. You must notify Clerk of Court’s office and the District Attorney’s office if you move. Changes of Address Forms are available on the Clerk of Court’s website: coc.montcopa.org

*If you have any questions, please contact the Summary Appeal Clerk at 610-278-3346.

NOTE: License Suspensions Appeals are not filed with the Clerk of Courts. They are filed with the Prothonotary Office of the County in which you reside.

EFFECTIVE 1/3/22

**COUNTY OF MONTGOMERY
MAGISTERIAL DISTRICT COURTS**

Alfarano, Marc A. 38-1-01 160 W. Germantown Pike, Ste D-5 (610) 272-3029, 4077
8:00 - 4:00 (Office Hours) Norristown, PA 19401-1386 FAX (610) 272-5080
8:00 – 3:30 (Open to Public) (East Norriton Township) EML: DC38101@montcopa.org

District Includes: Townships of East Norriton and West Norriton

Ashe, Denise 38-1-15 601 DeKalb Street (610) 279-3332, 5178
8:30 - 4:30 (Office Hours) Suite 300 FAX (610) 279-3010
8:30 – 4:00 (Open to Public) Norristown, PA 19401 EML: DC38115@montcopa.org
(Norristown Borough)

District Includes: part of Borough of Norristown

Augustine, Albert J. 38-1-24 840 Harleysville Pike (610) 584-4732, 4746
8:00 - 4:00 (Office Hours) Suite 2 FAX (610) 584-4751
8:00 – 4:00 (Open to Public) Harleysville, PA 19438 EML: DC38124@montcopa.org
(Franconia Township)

District Includes: Townships of Franconia, Lower Salford, Perkiomen, Skippack and Worcester and
Boroughs of Schwenksville, Souderton and Telford

Cerski, Christopher J 38-1-03 117 York Road (215) 885-4796, 4380
8:00 - 4:00 (Office Hours) Suite 100 A FAX (215) 884-6530
8:00 – 4:00 (Open to Public) Jenkintown, PA 19046 EML: DC38103@montcopa.org
(Jenkintown Borough)

District Includes: part of Township of Cheltenham

Coggins, Maureen C. 38-2-02 80 H Gravel Pike (215) 679-5811, 4568
Suite 100 FAX (215) 679-7561
8:30 – 4:30 (Office Hours) Red Hill, PA 18076 EML: DC38202@montcopa.org
8:45 – 4:15 (Open to Public) (Upper Hanover Township)

District Includes: Townships of Marlborough, Upper Hanover, Salford and Upper Salford; Boroughs of
Green Lane, Red Hill, East Greenville and Pennsburg; PA Turnpike Northeast
Extension (I-476) in Montgomery County

Duffy, Andrea 38-1-18 271 Bethlehem Pike (215) 855-3946, 9588
8:30 – 4:30 (Office Hours) Suite 105 FAX (215) 855-1975
8:30 – 4:00 (Open to Public) Colmar, PA 18915 EML: DC38118@montcopa.org
(Hatfield Township)

District Includes: Township of Montgomery, and part of Hatfield Township

Friedenberg, Jay S. 38-2-08 102 York Road, Suite 100 (215) 659-6840, 6843
8:00 – 4:00 (Office Hours) Willow Grove, PA 19090-3294 FAX (215) 659-6903
8:00 – 3:30 (Open to Public) (Upper Moreland Township) EML: DC38208@montcopa.org

District Includes: part of Township of Upper Moreland, Township of Lower Moreland, Borough of Bryn Athyn

Gallagher, James P. 38-1-25 128 West Fourth Street (610) 277-3377, 3378
8:00 - 4:00 (Office Hours) Bridgeport, PA 19405-1805 FAX (610) 277-3379
8:00 - 3:30 (Open to Public) (Bridgeport Borough) EML: DC38125@montcopa.org

District Includes: part of Township of Upper Merion and Borough of Bridgeport

Griffis, Jodi L. 38-1-13 625 West Ridge Pike (610) 828-0278, 0751
8:00 – 4:00 (Office Hours) Building “B”, Suite 101 FAX (610) 828-6722
8:00 – 4:00 (Open to Public) Conshohocken, PA 19428-1188 EML: DC38113@montcopa.org
(Plymouth Township)

District Includes: Township of Plymouth and part of Borough of Conshohocken

Hunsicker, Margaret 38-1-16 601 DeKalb Street (610) 279-6226, 9255
8:30 - 4:30 (Office Hours) Suite 200 FAX (610) 279-2423
8:30 - 4:00 (Open to Public) Norristown, PA 19401 EML: DC38116@montcopa.org
(Norristown Borough)

District Includes: part of Borough of Norristown

Kessler, John D. 38-1-04 1150 Old York Road (215) 887-2362, 2363
8:30 - 4:30 (Office Hours) Abington, PA 19001-2606 FAX (215) 887-2364
8:30 - 4:00 (Open to Public) (Abington Township) EML: DC38104@montcopa.org

District Includes: part of Township of Abington and Borough of Rockledge

Kropp Sr., Edward C. 38-1-12 1 Security Plaza (610) 326-9274, 8297
7:30 – 3:30 (Office Hours) Suite 102 FAX (610) 326-8136
7:30 – 3:00 (Open to Public) Pottstown, PA 19464 EML: DC38112@montcopa.org
(Pottstown Borough)

District Includes: Township of Lower Pottsgrove and part of Borough of Pottstown

Krouse, Patrick O. 38-1-09 168 Allendale Road (610) 265-3950, 3951
8:00 - 4:00 (Office Hours) King of Prussia, PA 19406 FAX (610) 265-8932
8:00 – 4:00 (Open to Public) (Upper Merion Township) EML: DC38109@montcopa.org

District Includes: part of Township of Upper Merion and Borough of West Conshohocken

Leo, Paul N. 38-1-14 420 S. York Road, Condo C-F (215) 957-5935, 5936
8:00 – 4:00 (Office Hours) Hatboro, PA 19040-3989 FAX (215) 957-5937
8:00 – 3:00 (Open to Public) (Hatboro Borough) EML: DC38114@montcopa.org

District Includes: Township of Upper Moreland and Borough of Hatboro, part of Township of Horsham

Leonard, Suzan 38-1-21 Blue Bell West (215) 646-8201, 8202
8:30 - 4:30 (Office Hours) 653 Skippack Pike, Ste. 101 FAX (215) 646-4156
8:30 – 4:00 (Open to Public) Blue Bell, PA 19422-1793 EML: DC38121@montcopa.org
(Whitpain Township)

District Includes: Townships of Lower Gwynedd, Upper Gwynedd, Whitpain and Borough of North Wales

Levine, Edward 38-1-28 430-440 Pennbrook Parkway (215) 393-7534, 7535
8:30 - 4:30 (Office Hours) Lansdale, PA 19446-2007 FAX (215) 393-7536
8:30 – 4:00 (Open to Public) (Lansdale Borough) EML: DC38128@montcopa.org

District Includes: Townships of Towamencin and part of Hatfield and Boroughs of Hatfield and Lansdale

Lukens, Deborah A. 38-1-23 4002 Center Avenue (610) 828-5226, 5232
8:30 - 4:30 (Office Hours) Lafayette Hill, PA 19444-1440 FAX (610) 828-0446
8:30 – 4:00 (Open to Public) (Whitemarsh Township) EML: DC38123@montcopa.org

District Includes: Township of Whitemarsh, part of Conshohocken Borough

McGill, Katherine E. 38-1-08 1316 Bruce Road (215) 572-7845, 7847
8:00 – 4:00 (Office Hours) Oreland, PA 19075-1899 FAX (215) 572-7891
8:00 – 3:30 (Open to Public) (Springfield Township) EML: DC38108@montcopa.org

District Includes: Township of Springfield

McHugh, Elizabeth 38-1-02 117 York Road (215) 635-1535, 0656
8:00 - 4:00 (Office Hours) Suite, 100 B FAX (215) 635-2256
8:00 – 4:00 (Open to Public) Jenkintown, PA 19046 EML: DC38102@montcopa.org
(Cheltenham Township)

District Includes: part of Township of Cheltenham and Borough of Jenkintown

Nesbitt, Harry J. 3rd 38-1-22 903 Sheehy Drive, Suite A (215) 675-2040, 2041
8:30 – 4:30 (Office Hours) Babylon Business Campus FAX (215) 675-2344
8:30 – 3:30 (Open to Public) Horsham, PA 19044-1231 EML: DC38122@montcopa.org
(Horsham Township)

District Includes: part of Township of Horsham

Palladino, Scott T. 38-1-11 1 Security Plaza, Suite 101 (610) 326-9271, 9458
7:30 – 3:30 (Office Hours) Pottstown, PA 19464-5499 FAX (610) 326-4179
7:30 – 3:00 (Open to Public) (Pottstown Borough) EML: DC38111@montcopa.org

District Includes: Township of West Pottsgrove and part of Borough of Pottstown

Price, Juanita A. 38-1-05 117 York Road, Suite 100 C (215) 885-4120, 4121
8:00 – 4:00 (Office Hours) Jenkintown, PA 19046 FAX (215) 885-2190
8:00 – 4:00 (Open to Public) (Abington Township) EML: DC38105@montcopa.org

District Includes: part of Township of Abington and the Willow Grove Mall

Quinn, Michael P. 38-1-07 925 Montgomery Avenue (610) 896-8585, (610) 642-5270
8:30 – 4:30 (Office Hours) Suite 300 FAX (610) 896-8601
8:30 – 4:00 (Open to Public) Narberth, PA 19072 EML: DC38107@montcopa.org
(Lower Merion Township)

District Includes: part of Township of Lower Merion and Borough of Narberth

Rebar, Cathleen K. 38-1-20 133 Level Road (610) 409-2515, 2516
8:30 - 4:30 (Office Hours) Collegetown, PA 19426-3313 FAX (610) 409-2517
8:30 – 4:00 (Open to Public) (Lower Providence Township) EML: DC38120@montcopa.org

District Includes: Townships of Lower Providence, and part of Upper Providence, Boroughs of Collegetown and Trappe

Saylor, Maurice H. 38-2-03 1050 E. Philadelphia Avenue (610) 326-1145, 4213
8:30 – 4:30 (Office Hours) Suite 20 FAX (610) 326-6513
8:30 – 4:00 (Open to Public) Gilbertsville, PA 19525 EML: DC38203@montcopa.org
(Douglass Township)

District Includes: Townships of Douglass, New Hanover, Upper Frederick, Lower Frederick and Upper Pottsgrove

Schireson, Henry 38-1-06 925 Montgomery Avenue (610) 664-5262, 6026
8:30 - 4:30 (Office Hours) Suite 100 FAX (610) 667-3120
8:30 – 4:00 (Open to Public) Narberth, PA 19072-1913 EML: DC38106@montcopa.org
(Lower Merion Township)

District Includes: part of Township of Lower Merion

Scott, Gregory 38-2-09 601 DeKalb Street (610) 945-9156
8:30 – 4:30 (Office Hours) Suite 100 FAX (610) 994-2882
8:30 – 4:00 (Open to Public) Norristown, PA 19401 EML: DC38209@montcopa.org
(Norristown Borough)

District Includes: part of Borough of Norristown

Welsh, Richard H. 38-1-19 497 West Ridge Pike (610) 495-8440, 8441
8:30 – 4:30 (Office Hours) Limerick, PA 19468-1415 FAX (610) 495-8442
8:30 – 4:00 (Open to Public) (Limerick Township) EML: DC38119@montcopa.org

District Includes: Townships of Limerick, part of Upper Providence and Borough of Royersford

Zaffarano, Patricia 38-1-10 1301 S. Bethlehem Pike (215) 542-1262, 1263
8:30 - 4:30 (Office Hours) Ambler, PA 19002-5894 FAX (215) 646-3588
8:30 – 4:00 (Open to Public) (Upper Dublin Township) EML: DC38110@montcopa.org

District Includes: Township of Upper Dublin and Borough of Ambler

Zucker, Karen Eisner 38-2-04 925 Montgomery Avenue (610) 668-1201, 1202
8:30 – 4:30 (Office Hours) Suite 200 FAX (610) 668-1204
8:30 – 4:00 (Open to Public) Narberth, PA 19072-1913 EML: DC38204@montcopa.org
(Lower Merion Township)

District Includes: part of Township of Lower Merion

John E. Savoth, Esquire Magisterial District Court (610) 278-3058
Deputy Court Administrator, Administration FAX (610) 278-5916
Special Courts One Montgomery Plaza, 9th Floor EML: jsavoth@montcopa.org
P.O. Box 311
Norristown, Pa. 19404-0311

SAMPLE ONLY

Commonwealth of Pennsylvania
Court of Common Pleas
County of: MONTGOMERY
38TH Judicial District



Notice of Appeal from Summary
Criminal Conviction

Name and Address of Appellant:
YOUR NAME
ADDRESS
CITY
STATE Zip: _____

Date: TODAY'S DATE
Issuing Authority Docket No: TR# OR NT#
Citation No: ON TICKET ISSUED
Magisterial District No: 38 - # - ##

A sentence of GUILTY was imposed
on: COURT DATE FROM DISTRICT COURT . Offense(s) of which convicted: WHAT YOU WERE CHARGED WITH
AT THE MAGISTERIAL DISTRICT COURT

Grounds relied upon for appeal (except when the appeal is from a guilty plea or a conviction): WHY ARE YOU FILING
A SUMMARY APPEAL

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:
POLICE DEPARTMENT
POLICE OFFICER'S NAME
Zip: _____

If sentence includes fines, costs or restitution,
amount paid, if any:
ANY MONEY PAID TO DISCTRICT COURT
Type or amount of bail or collateral furnished to
issuing authority, if any:

Name and mailing address of issuing authority:
HONORABLE
ADDRESS
CITY
STATE
Zip: _____ Phone No: _____

Name and address of attorney filing notice of appeal:
(signature) _____
(printed name) _____
Zip: _____
Supreme Court ID No: _____
Phone No: _____ Fax No: _____

NOTICE TO DEFENDANT:

If your appeal is from a motor vehicle conviction other than parking, have the clerk of courts certify this copy and mail to the following address:

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.

Clerk Of Courts

Commonwealth of Pennsylvania
Court of Common Pleas
County of: _____



**Notice of Appeal from Summary
Criminal Conviction**

_____ Judicial District

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 relied 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:

(signature) _____
(printed name) _____

Zip: _____
Supreme Court ID No: _____
Phone No: _____ Fax No: _____

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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.

Clerk Of Courts



**COUNTY OF
MONTGOMERY**

COURT HOUSE
PO BOX 311
NORRISTOWN, PENNSYLVANIA

OFFICE OF CLERK OF COURTS

CLERK OF COURTS
LORI SCHREIBER

FIRST DEPUTY
JIMMY DIPLACIDO

SECOND DEPUTY/ADMIN. ASST.
LINDA SULOCK

(610) 278-3346
FAX (610) 292-2153

DEFENDANT'S VITAL STATISTICS

1. NAME _____

2. CURRENT ADDRESS _____

PHONE _____

3. DATE OF BIRTH _____

4. RACE _____ 5. SEX _____ 6. AGE _____

7. WEIGHT _____ 8. HEIGHT _____

9. SPECIAL PHYSICAL CHARACTERISTICS (SCARS, TATOOS, ETC.) _____

REQUEST FOR DELAY OF LICENSE SUSPENSION,
REVOCATION OR DISQUALIFICATION

Notice to PennDOT of filing of Appeal from Summary Conviction
Pursuant to Section 1555 of Act 48 of 1995

DATE: _____

PRINTED NAME: _____

DRIVER'S LICENSE NO. _____

CP DOCKET NO.: SA _____

This is to certify that I have filed an appeal with the Court of Common Pleas of Montgomery County from my summary conviction. Please delay my license suspension, revocation or disqualification for six months.

SIGNATURE: _____

ATTACHED: Certified, time stamped copy of Summary Notice of Appeal

SEND TO: PennDOT
Bureau of Driver's License
PO Box 68618
Harrisburg, PA 17106

PLEASE NOTE: USE THIS FORM ONLY IF YOUR LICENSE IS IN JEOPARDY OF
SUSPENSION, REVOCATION, OR DISQUALIFICATION.

DO NOT USE THIS FORM FOR REMOVAL OF POINTS, EXAMINATION
REQUIREMENT OR HEARINGS.