



The Court of Common Pleas of Bucks County  
**OFFICE OF THE CLERK OF COURTS**  
**BUCKS COUNTY JUSTICE CENTER**

100 North Main Street  
Doylestown, Pennsylvania 18901  
Phone: (215) 348-6389

**Mary K. Smithson**  
*Clerk of Courts*

**IMPORTANT INFORMATION REGARDING YOUR SUMMARY APPEAL HEARING**  
**&**  
**PAYMENT OF FINES AND COSTS**

**THE \$62.00 FILING FEE (\$57.00 Filing fee + \$5.00 automation fee) IS NON-REFUNDABLE**, regardless of the outcome of your hearing at the Common Pleas Court. If your appeal is sustained (Not Guilty) you will owe no further costs and may be entitled to a refund of any monies paid at the Magisterial District Court. If your appeal is denied and/or citation is amended by the Common Pleas Court, you will be assessed a \$31.00 hearing fee and \$5.00 sheriff fee upon final disposition, as well as a 3% administrative fee and any witness fees that may apply.

**Act No. 1994-95 and Act No. 1994-115 authorize this department to notify The Bureau of Driver Licensing if you fail to pay fines and/or costs. Upon receipt of such notification, The Bureau of Driver Licensing will suspend your operating privileges and will not restore them until it is notified that all fines and costs have been paid.**

*If the defendant's appeal is **DENIED/ MODIFIED** in the Court of Common Pleas, all unpaid costs and fines will be pursued by the Common Pleas Court.*

*If the defendant is found **NOT GUILTY** in the Court of Common Pleas, the Clerk of Courts will refund any monies paid at the Magisterial District Court level.*

We will notify The Bureau of Driver Licensing of any modification to the sentence imposed by the Magisterial District Court. Any points involved will be adjusted by Harrisburg.

It is the Court's responsibility to notify the Bureau of Driver License of any unpaid accounts within 30 days of your court date. Upon receipt of our notification, your driving privileges may be suspended.

**\*\*The personnel in the Clerk of Courts Office are not permitted to give legal advice and since the completion of this Appeal form would constitute legal advice, we are not able to assist you in the filling out of this appeal form. Should you have any questions on filling out the appeal form after you have read the following instructions, which were prepared by our Solicitor, you will have to seek the advice of an attorney.**

**INSTRUCTIONS FOR FILING APPEAL FROM SUMMARY CONVICTIONS**

- A. Make \$62.00 check or money order payable to: CLERK OF COURTS – CRIMINAL DIVISION  
send with Appeal form to **CLERK OF COURTS-CRIMINAL**  
**100 NORTH MAIN STREET**  
**DOYLESTOWN PA 18901**

For each appeal filed, there is a **\$62.00 FILING FEE (NON-REFUNDABLE)**.

This is a **PRE-HEARING HANDLING COST AND NOT RETURNABLE**. Relief from paying this fee can be obtained by having a Court Order signed and approved by the Judge, declaring the person filing the appeal “a Pauper”. When an appeal is filed with 2 or more citations, as long as they were issued at the same time and by the same Police Officer, they will be considered **ONE Appeal (they may be filed on one form)**.

- B. This appeal must be filed within 30 days from the date of the Magisterial District Justice Hearing and/or the Magisterial District Justice decision. The 30 days include Saturdays, Sundays and Holidays. This office must receive the appeal on or before the 30<sup>th</sup> day for the appeal to be considered timely filed. **(SEE RULE OF CRIMINAL PROCEDURE NO. 460)**

**FILLING OUT APPEAL FORM :**

**Appellant (PERSON CHARGED)** must list full name and current mailing address. You may also add the following helpful information: date of birth, phone #, operator license # (include the State) and social security number.

**INFORMATION FROM CITATION OR COMPLAINT:**

**BE SURE TO ADD ALL CITATIONS AND MDJ DOCKET NUMBERS YOU WISH TO APPEAL**

- a. DATE of citation from Police Officer or date complaint signed by private citizen.
- b. Issuing Authority DOCKET NUMBER (TR# or NT#)
- c. CITATION NO. (as appears on the citation)
- d. MAGISTERIAL DISTRICT NO. (i.e. 07-1-01, 07-1-02, etc.)

**Complete:**

- a. Appeal from sentence of : i.e. paying fines and costs, Motor Vehicle violation, time in prison, points
- b. Fill in date of sentence (M.D.J. Hearing) or date you were found guilty, appeal must be filed NO LATER than 30 days from date of sentence.
- c. List nature of charge – i.e. speeding, stoplight, passing school bus, etc.

Complete Name and Address of **Issuing Authority** (MAGISTERIAL DISTRICT JUSTICE) who heard the case and rendered his/her decision.

Complete Attorney Information if at the time of your appeal you expect to have an attorney represent you; if not, write “NONE”.

- C. **Mail or hand-deliver your completed appeal form with the \$62.00 filing fee to the Clerk of Courts Office at 100 North Main Street, Doylestown, PA 18901**  
Your appeal will be clocked in, issued a docket number, and a copy returned to you. A certified copy will be issued to you if your appeal is from a motor vehicle conviction.
- D. The **COURT ADMINISTRATION OFFICE** sets a hearing date – approximately two to four months from the date that your appeal is perfected.
- E. If defendant wishes to **Withdraw the Appeal**, he/she must do so **PRIOR** to the hearing date. There is no refund from this \$62.00 filing fee.

- F. At the conclusion of the hearing, depending on the outcome, the defendant will be billed the entire amount of costs and fines owed and/or issued a refund from any monies paid to the Magisterial District Court.
- G. If payment is not received within 30 days of the scheduled hearing date, this office will notify the PA Department of Transportation, and they will suspend your license until notified by this office of compliance with a payment plan or that all costs and fines have been paid in full.

\*\* You can pay with a credit card in the office or by Official Payments at [www.officialpayments.com](http://www.officialpayments.com) or 1-877-853-1060- have your "SA" docket number ready.

- H. The Court of Common Pleas will notify PennDOT of any changes to the Magisterial District Justice's Original Decision.

◆ **TO NOTIFY PENNDOT OF YOUR APPEAL FROM A MOTOR VEHICLE CONVICTION :**

Mail Certified Appeal Copy to:  
PennDOT  
Correspondence Unit  
PO Box 68618  
Harrisburg, PA 17106

**If you have any questions about your driving record or the Pennsylvania Point System, please call PennDOT at : 1-800-932-4600**