

**THE COURT OF COMMON PLEAS OF BUCKS COUNTY,  
PENNSYLVANIA  
CIVIL DIVISION**

**DISTRICT JUSTICE JUDGMENT  
REQUIRMENTS**

- CHECK IN THE AMOUNT OF \$21.50 PAYABLE TO PROTHONOTARY
- CERTIFIED COPY OF NOTICE OF JUDGMENT TRANSCRIPT (ALL PAGES)
- CERTIFICATION MUST HAVE ORIGINAL SIGNATURE
- CERTIFICATION MUST HAVE ORIGINAL SEAL
- TRANSCRIPT MUST BE DATED AND SIGNED 30 DAYS AFTER JUDGMENT WAS ENTERED
- COPY OF CIVIL COMPLAINT OR LANDLORD/TENANT COMPLAINT FROM DISTRICT COURT
- PA RCP 236 NOTICE
- COPY OF JUDGMENT PACKAGE FOR EACH DEFENDANT
- ENVELOPES ADDRESSED AND STAMPED TO PLAINTIFF(S) AND DEFENDANT(S)

(Revised 02/04/13)