OFFICE OF

Adams County Courthouse
117 Baltimore Street
Room 103
Gettysburg, PA 17325

www.adamscountypa.gov
Tel. 717-337-9806
Fax: 717-334-9333

KELLY A. LAWVER
CLERK OF COURTS

NOTICE OF APPEAL FROM SUMMARY CONVICTION

FILING FEE - The $64.25 fee is for filing purposes only and is **non-refundable** if your conviction is upheld.

COURT COSTS - The costs incurred in a court case for appealing a summary conviction begin as low as $230.00 and range upward depending on the sentence, subpoenas issued, and any continuances.

FINES - Upon conviction, a fine may be part of any sentence that may be imposed by the Court.

CREDITS - Payments at the District Judge level will be credited toward your final balance.

REFUNDS - The $64.25 filing fee is **NON-REFUNDABLE**, unless the charges are dismissed without court costs due.

If fines and/or costs were previously paid, and there is a reduction in the fine and/or costs, a refund will be issued to you.

LICENSE - If you are requesting a delay of suspension, revocation or disqualification of your driver's license from the PA Department of Transportation, you will need to request this form from the Clerk of Courts Office. You must obtain a certified copy of the time-stamped notice of appeal for $11.00 ($10.50 for certification, $.50 for copy) and send the certified copy along with the Request for Delay to PA Department of Transportation. This form is **not** to be used for removal of points, exams or hearings.

EMPLOYEES OF THIS OFFICE ARE PROHIBITED FROM GIVING LEGAL ADVICE.

Link to Notice of Appeal from Summary Conviction

Link to Request to Delay License Suspension Form

Instructions for Completing a Notice of Appeal from a Summary Criminal Conviction

Instructions: Numbers listed below correspond with the numbers located in each box on the Notice of Appeal Form.

1. **Appellant's name and address**
2. **The date the Notice of Appeal is completed and filed with the Clerk of Courts.**
3. **The case number assigned at the Magisterial District Judge proceeding; Ex. TR-1-2011, NT-1-2011, CR-1-2011**
4. **The number on the citation itself**
5. **The district number of the Magisterial District Judge who issued the conviction; it will be 51-3-(specific district number)**
6. **The sentence imposed by the Magisterial District Judge at the summary proceeding; NOTE: The suspension of one's driving privileges may be a collateral consequence of a conviction and NOT PART OF THE SENTENCE. Such a suspension is imposed by PennDOT and must be appealed separately from this Appeal. This appeal does not stop that suspension.**
7. **The date on which the sentence was imposed**
8. **The corresponding name and number of the offense(s) in the Crime Code, Vehicle Code or other statute which the Appellant was convicted of and is appealing**
9. **Any grounds relied upon for the instant appeal; unless the Appeal is resulting from a guilty plea or conviction.**
10. **The date of the Order of the Magisterial District Judge being appealed**
11. **The name and mailing address listed for the police officer or state trooper listed as the affiant on the citation or the person who filed the complaint**
12. **The amount of any money that was paid to the Magisterial District Judge and applied to any fines, costs, or restitution in the case being appealed**
13. **The name and mailing address of the Magisterial District Judge whom presided over the summary proceeding**
14. **The name and mailing address of the attorney, if any, filing the appeal**

Commonwealth of Pennsylvania
Court of Common Pleas
County of _____
_____ Judicial District

Notice of Appeal from Summary Criminal Conviction

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 and 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 _____

Name and address of attorney filing notice to 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
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