

**MONTGOMERY COUNTY
BOARD OF COMMISSIONERS**

VALERIE A. ARKOOSH, MD, MPH, CHAIR
KENNETH E. LAWRENCE, JR., VICE CHAIR
JOSEPH C. GALE, COMMISSIONER



CLERK OF COURTS

MONTGOMERY COUNTY COURTHOUSE • PO Box 311
NORRISTOWN, PA 19404-0311

610-278-3346
FAX: 610-292-2153
WWW.MONTCOPA.ORG

LORI SCHREIBER
CLERK OF COURTS

JIMMY DIPLACIDO
FIRST DEPUTY

NADINE DEANGELIS
ASSISTANT DEPUTY

MELISSA JENKINS
ASSISTANT DEPUTY

MOTION TO FILE SUMMARY APPEAL / NUNC PRO TUNC

A Motion to File Summary Appeal Nunc Pro Tunc must be filed if the 30-day time period for filing a Summary Appeal has expired. The purpose of the Motion is to request that the Court grants you permission to file a late Appeal. The 30-day time period runs from the date of the Magisterial District Justice's ruling.

You must file a complete Summary Appeal form along with the Motion to File Nunc Pro Tunc.

A non-refundable filing fee of \$90.25 must be paid at the time of filing. Payment must be made by Money Order, payable to the Clerk of Courts.

If the Motion is denied, you will be found guilty and billed for any outstanding costs.

If the Motion is granted, the Summary Appeal will then be automatically filed. You will be notified by the Court Administrator's Office of your hearing date. If you have questions regarding the court date you can call **610-278-3224**.

You must notify the Clerk of Court's office and the District Attorney's office in writing if you move. Change of Address forms are available on the Clerk of Courts website at: **coc.montcopa.org**.

Please refer to your paperwork from the Magisterial District Court. If you do not have these documents contact the lower court. (See attached contact information). To obtain the lower court information electronically, please visit: **ujportal.pacourts.us** website.

Please refer to the sample of Motions to File Summary Appeal/Nunc Pro Tunc and the sample of Certificate of Service if in need of assistance.

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

If you are found not guilty and/or the charges are withdrawn/dismissed in the Court of Common Pleas, you will receive a refund of any monies paid to the Magisterial District Court. The filing fee paid to the Clerk of Court is non-refundable.

If you are found Guilty, you will be billed for any outstanding costs.

PennDOT will be notified automatically regarding the outcome of your case. If you have any questions regarding points or a possible license suspensions call PennDOT at **1-800-932-4600**.

Important Note: Petitions missing the issuing authority docket number, magisterial district number and payments will be returned.

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) Collegeville, 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 Collegeville 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

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA
CRIMINAL ACTION – LAW

COMMONWEALTH OF PENNSYLVANIA : Magisterial District Court No.: 38-#___ - #___#
v. :
 : Magisterial District Court Docket No.:
 : (NT or TR ___ DOCKET NUMBER ___)
 :
PRINT YOUR NAME :
Defendant :

MOTION TO FILE SUMMARY APPEAL NUNC PRO TUNC

Type or write and explanation of the reason you did not file your Summary Appeal within the time period provided by the law and the reason that you want to appeal your conviction for summary offense(s).

SIGN YOUR NAME
Signature

PRINT YOUR NAME
Printed Name

PRINT YOUR ADDRESS
Address

YOUR PHONE NUMBER TODAY'S DATE
Phone Date

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA
CRIMINAL ACTION – LAW

COMMONWEALTH OF PENNSYLVANIA : Magisterial District Court No.: 38-____ -____
v. :
: Magisterial District Court Docket No.:
: (NT or TR _____)
: _____
Defendant

**MOTION TO FILE SUMMARY APPEAL
NUNC PRO TUNC**

Signature

Printed Name

Address

Phone

Date

SAMPLE ONLY

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA
CRIMINAL ACTION – LAW

COMMONWEALTH OF PENNSYLVANIA : Docket No.: MD- LEAVE BLANK

v. :

PRINT YOUR NAME :
Defendant

CERTIFICATE OF SERVICE

I, PRINT YOUR NAME, the undersigned, hereby state that I served, on the date set forth below, a copy of "MOTION TO FILE SUMMARY APPEAL NUNC PRO TUNC" and the scheduling date of LEAVE BLANK, 20____, upon the Montgomery County District Attorney's Office, Fourth Floor, Court House, Norristown, PA 19404.

I verify that the statements made in this Certificate of Service are true and correct. I understand that false statements herein made are subject to the penalties of 18 Pa. C.S. Section 4904, relating to unsworn falsifications to authorities.

SIGN YOUR NAME
Signature

TODAY'S DATE
Date

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA
CRIMINAL ACTION – LAW

COMMONWEALTH OF PENNSYLVANIA : Docket No.: MD-_____

v. :

Defendant :

CERTIFICATE OF SERVICE

I, _____, the undersigned, hereby state that I served, on the date set forth below, a copy of "MOTION TO FILE SUMMARY APPEAL NUNC PRO TUNC" and the scheduling date of _____, 20____, upon the Montgomery County District Attorney's Office, Fourth Floor, Court House, Norristown, PA 19404.

I verify that the statements made in this Certificate of Service are true and correct. I understand that false statements herein made are subject to the penalties of 18 Pa. C.S. Section 4904, relating to unsworn falsifications to authorities.

Signature

Date

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: <u>YOUR NAME</u>
<u>ADDRESS</u>
<u>CITY</u>
<u>STATE</u> Zip: _____

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

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:
<u>POLICE DEPARTMENT</u>
<u>POLICE OFFICER'S NAME</u>
Zip: _____

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

Name and mailing address of issuing authority:
<u>HONORABLE</u>
<u>ADDRESS</u>
<u>CITY</u>
<u>STATE</u>
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: _____

_____ 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 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: _____

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

**MONTGOMERY COUNTY
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ASSISTANT DEPUTY

MELISSA JENKINS
ASSISTANT DEPUTY

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, TATTOOS, ETC.) _____
