

IMPORTANT

The following form is not complete. It cannot be used to file a complaint.

You should obtain full and complete multiple-page complaint form at your local Magisterial District Judge Office. The Magisterial District Judge may help you fill out the form, if you ask.

Attached is a sample of the Civil Complaint form that you may use to file a complaint for money damages in Magisterial District Judge court.

INSTRUCTIONS

Completing a Civil Complaint or Counterclaim

Note: Please Type all Court Forms if Possible. If Necessary, Print Neatly.

1. Fill in the plaintiff's name and address. If you are suing or countersuing someone, you are the Plaintiff.
2. Fill in the Defendant's name and address. If more than one person owes you the money you are asking for in the complaint, list all the names here. If you are filing a counterclaim, the Defendant is the person(s) who originally filed suit against you.
3. Fill in the filing costs (the Magisterial District Judge's clerk may do this). There is a filing fee between \$50-\$110, or more. Every jurisdiction is different, so ask at the Magisterial District Judge's office for the amount of the fee. Remember, you can ask that the filing fee be waived by submitting an IFP petition to the Magisterial District Judge.*
*If you are filing a counterclaim you do not have to pay a filing fee.
4. Enter the dollar amount of the damages you are seeking.
5. Describe the date, time and place of the transaction and the reason you are entitled to a judgment.
6. Print your name.
7. Sign your name. When you sign your name, you are swearing that what you have stated is true.
8. Leave the attorney information blank.
9. The Magisterial District Judge will insert the hearing time and date on the form and the address of the magisterial office on the complaint form.

At the time the complaint is filed, the Magisterial District Judge will set a hearing date which will not be less than 12 or more than 60 days from the date the complaint is filed. Counterclaims are heard at the same time as the hearing scheduled on the original complaint filed against you.

The Magisterial District Judge will serve the defendant with a copy of the complaint form at least 10 days before the hearing.

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF:

CIVIL COMPLAINT


Mag. Dist. No.:
DJ Name: Hon.
Address:
Telephone:

PLAINTIFF:	NAME and ADDRESS
DEFENDANT:	NAME and ADDRESS

VS. PHONE:

Sample Only

PHONE:
Docket No.:
Date Filed:



	AMOUNT	DATE PAID
FILING COSTS \$	_____	____/____/____
SERVING COSTS \$	_____	____/____/____
TOTAL \$	_____	____/____/____

TO THE DEFENDANT: The above named plaintiff(s) asks judgment against you for \$ _____ together with costs upon the following claim: (Civil fines must include citation of the statute or ordinance violated):

Sample Only

I, _____ verify that the facts set forth in this complaint are true and correct to the best of my knowledge, information, and belief. This statement is made subject to the penalties of Section 4904 of the Crimes Code (18 PA. S.C.A. § 4904) related to unsworn falsification to authorities.

(Signature of Plaintiff or Authorized Agent)

Plaintiff's Attorney: _____ Address: _____
Telephone: _____

IF YOU INTEND TO ENTER A DEFENSE TO THIS COMPLAINT, NOTIFY THIS OFFICE IMMEDIATELY AT THE ABOVE TELEPHONE NUMBER. YOU MUST APPEAR AT THE HEARING AND PRESENT YOUR DEFENSE. UNLESS YOU DO, JUDGMENT WILL BE ENTERED AGAINST YOU BY DEFAULT.

If you have a claim against the plaintiff which is within district justice jurisdiction and which you intend to assert at the hearing, you must file it on a complaint form at this office at least five (5) days before the date set for the hearing. If you have a claim against the plaintiff which is not within district justice jurisdiction, you may request information from this office as to the procedures you may follow. If you are disabled and require assistance, please contact the Magisterial District office at the address above.