



**HOW TO FILE AN EVICTION COMPLAINT
WITH A MAGISTERIAL DISTRICT JUDGE
SELF-HELP KIT**

REMEMBER

The law often changes. Each case is different. This self-help kit is meant to give you general information and not give you specific legal advice.

WARNING

When you file a lawsuit against someone, they are much more likely to sue you in return.

If you decide to file, you must be prepared to defend yourself against claims the other side might make against you.

GENERAL FILING INFORMATION FOR CIVIL COMPLAINTS

Included in this packet you will find the addresses and contact information for the 6 Lycoming County Magisterial District Judge Offices and the 3 Clinton County Magisterial District Judge Offices. You may want to call the office to make sure you know in which office to file.

Where to File Your Civil Complaint

All Landlord/Tenant Complaints must be filed in the Magisterial District that has jurisdiction over the property which is the subject of the lease.

Filing Costs for Civil Actions

The MDJ will require a filing fee for all civil complaints, unless you cannot afford the fee, in which case it should be waived (see below). In addition to a filing fee, a separate fee must also be paid to “serve” the Complaint upon the defendant. A Civil Complaint can be served by either Certified Mail, Return Receipt Requested, Restricted Delivery, or by personal service through a constable. As the costs of service may vary depending on the method of service selected and the location of the defendant or real property, you are encouraged to contact the Magisterial District Judge Office where you will be filing your action to find out the actual filing and service costs involved in your case.

Waiver of Fees (also called “*in forma pauperis*” IFP)

If you are considered low-income by legal aid, the filing fee should be waived, even if you are not being represented by legal aid. If you have not applied for legal aid or are not low-income under legal aid guidelines, you can still ask for a fee waiver. You must complete the IFO petition that is included with this packet and file it with your Complaint.

Forms

The Administrative Office of Pennsylvania Courts (AOPC) has created complaint forms and IFP Petition forms that must be used. The Magisterial District Judge office may not accept a complaint if it is not presented on the appropriate state-approved form. A blank form for the Civil Complaint and the IFP Petition is included in this packet. You may also access fillable versions of these forms at www.pacourts.us/forms/for-the-public

EVICTION ACTIONS BEFORE A MAGISTERIAL DISTRICT JUDGE

- 1. Filing action:** If an individual wishes to file an eviction he must complete and file a “Landlord/Tenant Complaint”. The plaintiff must prepay the filing and service fees, unless they are waived. A hearing will then be scheduled.
- 2. Time requirements:** Once the eviction is filed, the Magisterial District Judge will schedule a hearing date between 7 and 15 days from the Landlord/Tenant Complaint filing date.
- 3. Service:** The Complaint will be mailed by the Magisterial District Judge by first class mail to the Defendant and will also be served on the Defendant by a constable (the Magisterial District Judge arranges for this service).
- 4. Notice to Defend:** A Notice to Defend form will be mailed to the Defendant by the Magisterial District Judge and the defendant must tell the Court if he or she intends to defend against the Plaintiff’s claim. This must be done by the time scheduled for the hearing.
- 5. Hearing:** At the hearing, the Plaintiff must come prepared to prove his or her claim by a “preponderance of the evidence”. Hearsay by third parties and affidavits are not admissible in court. Bills, estimates, receipts or statements of account may be introduced. All parties may request that the court issue subpoenas to witnesses compelling their attendance and testimony at the hearing. It is best to make this request in writing, stating the name and address of each witness to be subpoenaed. Amendments to a Complaint may be made only when the Defendant is present in Court and may cause a continuance.
- 6. Claim by Defendant:** A Defendant may file a counterclaim against the Plaintiff, but must do so at least five (5) days before the date of the hearing. If the defendant files a counterclaim, the hearing will probably have to be rescheduled.
- 7. Continuances:** A case may be postponed for up to ninety (90) days from the date the Complaint was filed, for good cause or by agreement. Only one continuance is allowed for each party, unless there is good cause shown.
- 8. Decision/Judgment:** The Magisterial District Judge will render his/her Judgment at the conclusion of the hearing or within three (3) days.
- 9. Possession:** If judgment for possession is entered in favor of the Plaintiff, the Defendant must vacate the premises within ten (10) days of the judgment.

10. **Appeal:** All parties have the right to appeal the judgment of the Magisterial District Judge by filing a Notice of Appeal in the Office of the Prothonotary, Lycoming County Courthouse, 48 West Third Street, Williamsport, PA. Appeal from the judgment of possession must be filed within **ten (10) days** of judgment. Appeal from entry of any money judgment must be filed within **thirty (30) days** of judgment. Time is of the essence.

11. **Order For Possession:** If judgment for possession is entered in favor of the Plaintiff, and the Defendant does not file an appeal within ten days, and if the Defendant fails to vacate the premises, on the 11th day the Plaintiff may file a Request for Order For Possession.

12. **Eviction:** A constable will serve the Order For Possession on the tenant, and will be able to evict the tenant if the tenant does not vacate the premises within ten days from the date of service.

Lycoming County

**29-1-01 Christian D. Frey
605 W. Fourth Street
Williamsport, PA 17701
(570) 322-6159**

**29-3-02 Gary A. Whiteman
542 County Farm Road
Montoursville, PA 17754
(570) 326-1714**

**29-1-02 Aaron S. Biichle
48 W. Third Street
Williamsport, PA 17701
(570) 327-2275**

**29-3-01 Jerry C. Lepley
216 Market Street
Jersey Shore, PA 17740
(570) 398-4880**

**29-3-03 Jon E. Kemp
2134 Route 405 Hwy
Muncy, PA 17756
(570) 546-7480**

**29-3-04 William C. Solomon
1965 Lycoming Creek Road
Williamsport, PA 17701
(570) 323-9982**

Clinton County

**25-3-02 John W. Maggs
385 Beech Creek Avenue
Mill Hall, PA 17751
(570) 726-4064**

**25-3-03 Frank P. Mills
112 Ninth Street
Renovo, PA 17764
(570) 923-9931**

**25-3-01 Keith G. Kibler
301 Frederick Street, Suite 100
Lock Haven, PA 17745
(570) 893-4086**

CIVIL COMPLAINT FILING INSTRUCTIONS

Once the Civil Complaint form is completed and signed, you need to make two copies for each defendant and one copy for yourself. You will be charged filing costs and service costs when the Complaint is filed at the office of the Magisterial District Judge, unless those costs are waived by the Judge. **NO CHANGES MAY BE MADE TO THE COMPLAINT FORM, EITHER IN CONTENT OR FORMAT.**



LANDLORD/TENANT COMPLAINT

Mag. Dist. No:
MDJ Name:
Address:
Telephone:

PLAINTIFF: NAME and ADDRESS

DEFENDANT: v. NAME and ADDRESS

	AMOUNT	DATE PAID
FILING COSTS	\$ _____	_____
POSTAGE	\$ _____	_____
SERVICE COSTS	\$ _____	_____
CONSTABLE ED.	\$ _____	_____
TOTAL	\$ _____	_____

Docket No:
Case Filed:

Pa.R.C.P.M.D.J. No. 206 sets forth those costs recoverable by the prevailing party.

TO THE DEFENDANT: The above named plaintiff(s) asks judgment together with costs against you for the possession of real property and for:

Lease is Residential Nonresidential Monthly Rent \$ _____ Security Deposit \$ _____

A determination that the manufactured home and property have been abandoned.

A Request for Determination of Abandonment (Form MDJS 334) must be completed and submitted with this complaint.

Damages for injury to the real property, to wit: _____

_____ in the amount of: \$ _____

Damages for the unjust detention of the real property in the amount of \$ _____

Rent remaining due and unpaid on filing date in the amount of \$ _____

And additional rent remaining due and unpaid on hearing date \$ _____

Attorney fees in the amount of \$ _____

Total: \$ _____

THE PLAINTIFF FURTHER ALLEGES THAT:

1. The location and the address, if any, of the real property is: _____

2. The plaintiff is the landlord of that property.

3. The plaintiff leased or rented the property to you or to _____ under whom you claim

4. Notice to quit was given in accordance with law, or
No notice is required under the terms of the lease.

5. The term for which the property was leased or rented is fully ended, or

A forfeiture has resulted by reason of a breach of the conditions of the lease, to wit: _____

_____, or,

Rent reserved and due has, upon demand, remained unsatisfied.

6. You retain the real property and refuse to give up to its possession.

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. C.S. § 4904) relating to unsworn falsification to authorities.

I certify this filing complies with the UJS Case Records Public Access Policy.

(Signature of Plaintiff)

The plaintiff's attorney shall file an entry of appearance with the magisterial district court pursuant to Pa.R.C.P.M.D.J. 207.1

IF YOU HAVE A DEFENSE to this complaint you may present it at the hearing. IF YOU HAVE A CLAIM against the plaintiff arising out of the occupancy of the premises, which is in the magisterial district judge jurisdiction and which you intend to assert at the hearing, YOU MUST FILE it on the complaint form at the office BEFORE THE TIME set for the hearing. IF YOU DO NOT APPEAR AT THE HEARING, a judgment for possession and costs, and for damages and rent if claimed, may nevertheless be entered against you. A judgment against you for possession may result in your EVICTION from the premises.

If you are disabled and require a reasonable accommodation to gain access to the Magisterial District Court and its services, please contact the Magisterial District Court at the above address or telephone number. We are unable to provide transportation.





REQUEST FOR ORDER FOR POSSESSION

Mag. Dist. No:
MDJ Name:
Address:
Telephone:

v.

Docket No:
Case Filed:
Time Filed:
Date Order Filed:

—

Judgment Amount	\$	_____
Costs in Original LT Proceeding	\$	_____
Costs in this Proceeding	\$	_____
Attorney Fees	\$	_____
Total	\$	_____

TO THE MAGISTERIAL DISTRICT JUDGE:

The Plaintiff(s) named below, having obtained a judgment for possession of real property located at:

Address if any:

Requests that you issue an ORDER FOR POSSESSION for such property.

I certify that this filing complies with the provisions of the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania that require filing confidential information and documents differently than non-confidential information and documents.

Plaintiff: _____

Date: _____

Plaintiff Signature: _____





IN FORMA PAUPERIS AFFIDAVIT PETITION

Mag. Dist. No:
MDJ Name:
Address:
Telephone:

VS.

Docket No:
Case Filed:

STATEMENT OF THE PETITIONER

I hereby request that this Court permit me to proceed in forma pauperis (without payment of the filing fee). In support of this I state the following:

1. I am the plaintiff in the above matter and because of my financial condition am unable to pay the fee for filing this action.
2. I am unable to obtain funds from anyone, including my family and associates, to pay the costs of litigation.
3. I represent that the information below relating to my ability to pay the fees and costs, is true and correct.

NAME AND ADDRESS

NAME _____

ADDRESS 1 _____

ADDRESS 2 _____

CITY _____

STATE _____

ZIP _____

If you are presently employed, state employer:

NAME _____

ADDRESS 1 _____

ADDRESS 2 _____

CITY _____

STATE _____ ZIP _____

SALARY OR WAGES PER MONTH \$ _____

TYPE OF WORK

If you are presently unemployed, state:

THE DATE OF MY LAST EMPLOYMENT WAS _____

SALARY OR WAGES PER MONTH \$ _____

TYPE OF WORK _____

OTHER INCOME RECEIVED WITHIN THE PAST TWELVE MONTHS

BUSINESS OR PROFESSION \$ _____	INTEREST \$ _____
OTHER SELF-EMPLOYMENT \$ _____	DIVIDENDS \$ _____
PENSION AND ANNUITIES \$ _____	SUPPORT PAYMENTS \$ _____
SOCIAL SECURITY BENEFITS \$ _____	DISABILITY PAYMENTS \$ _____
WORKERS' COMPENSATION \$ _____	PUBLIC ASSISTANCE \$ _____
UNEMPLOYMENT COMPENSATION AND SUPPLEMENTAL BENEFITS \$ _____	
OTHER \$ _____	



OTHER CONTRIBUTIONS TO HOUSEHOLD SUPPORT

SPOUSE'S NAME		MY SPOUSE IS EMPLOYED	
SPOUSE'S EMPLOYER		SALARY OR WAGES PER MONTH \$	
TYPE OF WORK			
CONTRIBUTIONS FROM CHILDREN \$		CONTRIBUTIONS FROM PARENTS \$	
OTHER CONTRIBUTIONS \$			

PROPERTY OWNED

CASH	\$	CHECKING ACCOUNT	\$
SAVINGS ACCOUNT	\$	CERTIFICATES OF DEPOSIT	\$
REAL ESTATE (INCLUDING HOME) \$			
MOTOR VEHICLE MAKE		YEAR	
COST	\$	AMOUNT OWED	\$
STOCKS; BONDS	\$	OTHER	\$

DEBTS AND OBLIGATIONS

MORTGAGE	\$	RENT	\$
LOANS	\$	OTHER	\$

PERSONS DEPENDENT UPON ME FOR SUPPORT

SPOUSE NAME _____

AGES OF MINOR CHILDREN, IF ANY _____

OTHER PERSONS (NON-MINOR) _____

NAME	RELATIONSHIP
NAME	RELATIONSHIP

4. I understand that I have a continuing obligation to inform the Court of improvement in my financial circumstances which would permit me to pay the costs incurred herein.
5. I verify that the statements made in this petition are true and correct. I understand that false statements herein are made subject to penalties of 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.
6. I certify that this filing complies with the provisions of the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania that require filing confidential information and documents differently than non-confidential information and documents.

Date: _____ Signature of Petitioner _____

Action by the Magisterial District Judge: _____

SEAL

_____ Date _____ Magisterial District Judge _____