

IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA

_____, : NO.
Plaintiff :
 :
vs. :
 :
_____, :
Defendant :

Petition for Permission to file

Nunc Pro Tunc

1. Petitioner, _____ (name), is an adult individual residing at _____ (address).

Petitioner is the Plaintiff/Defendant (circle one) in the above-captioned action.

2. Respondent is _____ (name), the Plaintiff/Defendant (circle one) in the above-captioned action.

3. Petitioner wishes to file a _____ (type of filing) from the _____ (order or judgment) issued on _____ (date) by Magisterial District Judge _____.

The _____ (type of filing) is attached hereto.

4. The _____ (type of filing) should have been filed by _____ (date) but was not, for the following reasons:

WHEREFORE, Petitioner requests this Court grant permission to file the

_____ (type of filing) Nunc Pro Tunc.

Respectfully submitted,

(signature of Petitioner)

VERIFICATION

I, _____, state that I am the Petitioner in the foregoing matter and that the facts set forth in the foregoing Petition are true and correct to the best of my knowledge, information and belief. I further understand that false statements made herein are subject to the penalties of 18 Pa.C.S. Section 4904, relating to unsworn falsification to authorities.

(signature of Petitioner)

INSTRUCTIONS FOR COMPLETING MOTION COVER SHEET

1. Write the Plaintiff's name on the line above the word "Plaintiff".
2. Write the Defendant's name on the line above the word "Defendant"
3. Write the case number of your case on the line after the words "Docket No." If this is the first thing being filed in the Court of Common Pleas, leave this space blank (for example, you wish to file an appeal from a magistrate's judgment after the appeal period has expired). The Prothonotary or Clerk of Courts will give you a docket number when you file.
4. Write your name on the line in Paragraph 1, "Name of Filing Party".
5. Write "pro se" on the line in Paragraph 2, "Filing Party's Attorney". (This means you are "for yourself".)
6. Write the name of the document you wish to file late, on the blank line in Paragraph 3.
7. Write your name and address and the other party's name and address in the box numbered 6.

Leave the rest of the form blank.

Attach this cover sheet to the front of the motion, and attach the document you wish to file late to the back of the motion.

**LYCOMING COUNTY COURT OF COMMON PLEAS
MOTION COVER SHEET**

_____	:	Docket No: _____
Plaintiff	:	
	:	Case Assigned to Judge _____
vs.	:	<input type="checkbox"/> None
	:	<input type="checkbox"/> Family Court Hearing Officer
_____	:	
Defendant	:	

1. Name of Filing Party: _____
2. Filing Party's Attorney: _____
3. Type of Filing: Petition for Permission to File _____ Nunc Pro Tunc

<p>4. The following is/are requested:</p> <p><input checked="" type="checkbox"/> Argument</p> <p><input type="checkbox"/> Evidentiary Hearing</p> <p><input type="checkbox"/> Court Conference</p> <p><input type="checkbox"/> Rule to Show Cause</p> <p><input type="checkbox"/> Entry of Uncontested Order (attach supporting documentation)</p> <p><input type="checkbox"/> Expedited Consideration. State the basis: _____</p> <p><input type="checkbox"/> Video conferencing requested. Request form has been submitted. See Lyc. Co. R.G.C.B. L8.</p> <p><input type="checkbox"/> Attach this cover sheet to original motion previously filed on: _____</p> <p>5. Time Required: _____</p>	<p>6. Name and addresses of all counsel of record and unrepresented parties:</p> <p style="text-align: right;">_____ Continued on a Separate Sheet.</p>
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ORDER

1. An argument factual hearing court conference is scheduled for _____ at _____ o'clock ____ M., in courtroom No. _____, Lycoming County Courthouse, Williamsport, PA.
2. Briefs are to be filed by the following dates:
 Filing Party _____.
 Responding party (ies) _____.
3. A rule is issued upon Respondent to show cause why the Petitioner is not entitled to the relief requested.
4. A response to the Motion/Petition shall be filed as follows: _____.
5. See order attached. See separate order issued this date.
6. Other: _____.

Judge

Date

c: **ALL PARTIES OR OTHERS TO BE SERVED WITH NOTICE MUST BE DESIGNATED IN "6" ABOVE.**

NOTICE: The parties are directed to confer for the purpose of resolving any issue raised in the motion/petition. If a resolution is reached prior to the scheduled date, the moving party shall immediately notify the court scheduling technician, the judge or hearing officer assigned to hear the matter, and all counsel of record or parties if unrepresented. Such notice may be in writing or by email.