

FREQUENTLY ASKED QUESTIONS & ANSWERS-CIVIL FILINGS

1. Where is the Prothonotary's Office Located?

**On the First Floor of the Lycoming County Court House
48 West Third Street
Williamsport, PA. 17701**

2. Do you have forms for ALL Filings?

No, not all forms are available. See the Prothonotary forms page for a complete listing of forms available for download or go to the Lycoming County Law Library website for additional self-help downloadable forms.

3. Can you help me fill out my forms, provide legal counseling or advice?

No. Please contact a private attorney, the Lawyer Referral Service or go to the Law Library in The basement of the Courthouse to seek assistance.

4. How do I appeal a magisterial district judge judgment for money?

Individuals & businesses have 30 days from the date the judgment is entered to file an appeal. If the required filing fee cannot be paid, and financial requirements are met, seek legal advice through North Penn Legal Services. Only the initial form with basic instructions is provided. Once the appeal is filed, you should seek legal counsel.

5. How do I appeal a magisterial district judge judgment for a landlord/tenant judgment for Possession?

Individuals have 10 days from the date of the judgment is entered to file an appeal if they wish to stay in the property. There is a filing fee and a bond is required at the time of filing the appeal which consists of the money amount in arrears or three(3) months rent, whichever is the lesser amount. A low income tenant filing an appeal will need to determine what type of tenant they are(A,B,C or D) at the time of filing the appeal to determine what , if any, bond needs to be paid.

6. How do I appeal a license suspension or registration suspension?

Individuals have 30 days from the date of the letter from PENNDOT to appeal. You will find the required forms on the forms section of the Prothonotary website. For the correct filing procedures, it is suggested that you contact counsel or research the Pa. Rules of civil procedure at the Lycoming County Library, located in the basement of the court house.

7. How do I file for a Custody/Visitation?

You may download Custody packets from this website or the Lycoming County Law Library. Directions on how to file are included in the packet. You will need the original and 2 copies

When you come into the Prothonotary's office to file. There is a filing fee.

8. How do I file for a Divorce/Annulment?

In Pennsylvania, annulments are treated the same as a divorce. Divorce packets with directions on how to file are also available from this website and the Lycoming County Library.

9. How do I get a satisfied lien off my credit record?

You must obtain a certified copy of the satisfaction piece once filed in this office and take it to the reporting agency and check as to what type identity you will need.

10. How do I resume my maiden name after a decree in divorce is signed?

If the name change is being done as a result of a divorce in Lycoming County, please bring your birth certificate with your maiden name appearing on it, along with cash, check or money order in the amount of \$14.75. This form is available on the forms section of this website.

11. How do I get a Certified copy of my Divorce Decree?

Send a written request with the case number, names of both parties involved, a self-addressed, stamped envelope along with a check or money order payable to the Prothonotary in the amount of \$9.50 and we will forward your copy. If there is no divorce on our record you will receive your check/request with a memo "NO RECORD FOUND."

12. How can I find an attorney to represent me on my case?

You may consult your local telephone book under "Attorneys" or you may contact the Lycoming County Law Association website thru the link from this website.

13. Where do I get information about a Children & Youth case?

You may only get information from the Children and Youth Office as these documents contain information related to minors and they are not available to the public.

14. How do I get a copy of a transcript from a hearing?

You must fill out the request for copy of a transcript found on the forms section and file in the Prothonotary's office. The form will be forwarded to the court reporters office and the court reporter will require a fee that must be paid at the Prothonotary office before transcribing the transcript.

15. Why am I receiving notice that a Judgment from a criminal case is being filed in the Prothonotary's office?

State law requires that if a criminal final bill of costs exceeds \$1000.00, a civil judgment must be filed in the Prothonotary's office. The judgment will be satisfied upon payment of the criminal bill of costs in full.

16. How do I change my child's last name?

If the child's biological name is not on the birth certificate and he is marrying the mother, And the child has not started school, you may complete the information on the back of The birth certificate and send it to the office of Vital Statistics Division of Vital Records: 101 South Mercer Street or call: (724) 656-3100. Otherwise you must petition the court. P.O. BOX 1528 New Castle, PA. 18101

17. How do I change my name?

You will need to file a Petition for Change of name in the Prothonotary's office. You will also need to pick up (2) fingerprint cards from this office, go to the Pennsylvania State Police barracks in Montoursville and get fingerprinted and return both cards to the Prothonotary office. They will be forwarded to the PSP Central Repository in Harrisburg for a criminal background search(which takes approximately 2 weeks.) You will also need to publish in (2) local periodicals and before the hearing request a lien search from the Prothonotary, preferably a day or two before the scheduled hearing. There are fees required for filing.

18. Does the Prothonotary's office have an e-file process?

NO. This office only accepts originally signed documents for filing. We cannot accept Faxed Or scanned e-mail flings.