

OFFICE OF

Adams County Courthouse  
117 Baltimore Street  
Room 103  
Gettysburg, PA 17325



[www.adamscountypa.gov](http://www.adamscountypa.gov)  
Tel. 717-337-9806  
Fax: 717-334-9333

**KELLY A. LAWVER**  
**CLERK OF COURTS**

**NOTICE OF APPEAL FROM SUMMARY CONVICTION**

- FILING FEE** - The filing fee is for filing purposes only and is **non-refundable** if your conviction is upheld.
- COURT COST** - The costs incurred in a court case for appealing a summary conviction begin as low as \$165.00 and range upward depending on the sentence, subpoenas issued, and any continuances.
- FINES** - Upon conviction, a fine may be part of any sentence that may be imposed by the Court.
- CREDITS** - Payments at the District Judge level will be credited toward your final balance.
- REFUNDS** - The filing fee is **NON-REFUNDABLE**, unless the charges are dismissed without court cost due.  
  
If fines and/or costs were previously paid, and there is a reduction in the fine and/or cost, a refund will be issued to you.
- LICENSE** - If you are requesting a delay of suspension, revocation or disqualification of your driver's license from the PA Department of Transportation, you will need to request this form from the Clerk of Courts Office. You must obtain a certified copy of the time-stamped notice of appeal for \$13.00 (\$12.50 for certification, \$.50 for copy) and send the certified copy along with the Request for Delay to PA Department of Transportation. This form is **not** to be used for removal of points, exams or hearings.

***EMPLOYEES OF THIS OFFICE ARE PROHIBITED FROM GIVING LEAGAL ADVICE.***



Link to Notice of Appeal  
from Summary Conviction

Link to Request to Delay  
License Suspension Form



**Instructions for Completing a Notice of Appeal from a  
Summary Criminal Conviction**

**Instructions: Numbers listed below correspond with the numbers located in each box on the Notice of Appeal Form.**

- 1. Appellant's name and address**
- 2. The date the Notice of Appeal is completed and filed with the Clerk of Courts.**
- 3. The case number assigned at the Magisterial District Judge proceeding;  
Ex. TR-1-2011, NT-1-2011, CR-1-2011**
- 4. The number on the citation itself**
- 5. The district number of the Magisterial District Judge who issued the conviction; it will be 51-3-(specific district number)**
- 6. The sentence imposed by the Magisterial District Judge at the summary proceeding; NOTE: The suspension of one's driving privileges may be a collateral consequence of a conviction and NOT PART OF THE SENTENCE. Such a suspension is imposed by PennDOT and must be appealed separately from this Appeal. This appeal does not stop that suspension.**
- 7. The date on which the sentence was imposed**
- 8. The corresponding name and number of the offense(s) in the Crime Code, Vehicle Code or other statute which the Appellant was convicted of and is appealing**
- 9. Any grounds relied upon for the instant appeal; unless the Appeal is resulting from a guilty plea or conviction.**
- 10. The date of the Order of the Magisterial District Judge being appealed**
- 11. The name and mailing address listed for the police officer or state trooper listed as the affiant on the citation or the person who filed the complaint**
- 12. The amount of any money that was paid to the Magisterial District Judge and applied to any fines, costs, or restitution in the case being appealed**
- 13. The name and mailing address of the Magisterial District Judge whom presided over the summary proceeding**
- 14. The name and mailing address of the attorney, if any, filing the appeal**

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 and 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 \_\_\_\_\_

Name and address of attorney filing notice to  
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  
Correspondence Unit  
PO Box 68618  
Harrisburg, PA 17106**

I hereby certify that an appeal has been filed in the above-captioned case.

\_\_\_\_\_  
Clerk of Courts