

TO FILE A SUMMONS COMPLETE THE FOLLOWING:

1. Complete the Praecipe for Summons and Writ of Summons
2. Provide addresses of all parties
3. Complete the Statewide Cover Sheet
4. See fee schedule for filing fees. An additional charge \$.50 per name for indexing more than 5 pltfs. or 5 dfts
5. A copy for each defendant is required
6. Contact the Sheriff's office for required fee to serve the summons
7. Bring or mail the completed forms to the Clerk of Judicial Records Office,
455 W. Hamilton Street, Room 122, Allentown, PA 18101-1614
8. The copies and the sheriff's check must be delivered to the Sheriff office

FORMS: Praecipe for Writ of Summons
Writ of Summons
Statewide Cover Sheet