

SAMPLE ANSWER FORMAT

This is a Sample Answer format used to respond to a complaint in the Court of Common Pleas. Additional facts are often added as numbered paragraphs under New Matters.

Note: More can be learned about Answers by reading the following:

Gibbons, Charles B., Civil Procedure. West’s Pennsylvania Practice Series. Volume 1 § 27.9.
KFP 68 .G52

Dunlap — Hanna Pennsylvania Forms. Volume 10, Chapter 134, starting at § 134.30.
KFP 68 .M4

IN THE COURT OF COMMON PLEAS OF LEHIGH COUNTY, PENNSYLVANIA
CIVIL DIVISION - LAW

(The other side’s name),) APPEAL FROM DISTRICT JUDGE
)
Plaintiff-Appellee,)
)
vs.) Case No.: (fill in case number)
)
(Your name and name of anyone else
who was sued,)
Defendant-Appellant.)

ANSWER (AND NEW MATTER)

And now, comes the Defendant, (your name), pro se, who answers Plaintiff’s Complaint as follows:

1. Paragraph 1 is admitted.
2. Paragraph 2 is admitted.
3. Paragraph 3 is denied. (Explain what the true facts are).
4. Paragraph 4 is denied (Explain what the true facts are).
5. Paragraph 5 is admitted.

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6. Paragraph 6 is admitted in part and denied in part. (Explain what part is admitted and what part is denied, and what the true facts are).

7. After reasonable investigation, I am without knowledge or information sufficient to form a belief as to the truth of paragraph 7, which is therefore denied.

(Admit, or deny and explain, any other paragraphs of the complaint in the same way.)

NEW MATTER

8. (Write out any other facts that you feel the Court should know. Number each paragraph. Keep the paragraphs short stating one fact each.)

Respectfully Submitted,

(Your Signature)
Defendant — Appellant

(Type or print your name,
address and phone number)
Defendant — Appellant

I verify that the statements made in this Answer (and New Matter) are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

Date: _____

Your Signature

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