



Lebanon County Prothonotary/Clerk of Courts  
**Barbara A Smith**

Prothonotary – Room 104, Ext. 1-2120#  
Clerk of Courts – Room 102, Ext. 1-2118#  
Municipal Building, 400 South Eighth Street  
Lebanon, Pennsylvania 17042-6794  
Telephone 717-274-2801

Ian M. Ehrgood, Solicitor

**Petition to File Summary Appeal Nunc Pro Tunc**

A “Petition to File Summary Appeal Nunc Pro Tunc” must be filed if the 30 day time period for filing a Summary Appeal has expired. The purpose of this motion is to request that the Court grant you permission to file a late appeal. The 30 day time period runs from the date of the Magisterial District Judge’s hearing.

A non-refundable fee of \$31.00 must be paid at the time of filing. This fee will not be refunded for any reason and will not be applied to any fines or costs or to the fee for filing a Summary Appeal if your motion is granted. Payments can be made by cash, check or money order.

If your motion is granted, you will be permitted to file a Summary Appeal.

**Instructions for Filing a Petition to File Summary Appeal  
Nunc Pro Tunc**

1. The petition must be completely filled out (with the exception of the Action Number CP-38-MD- - ). The order must have the case caption and MDJ number filled out completely.
2. Bring an original, two copies and a self-addressed stamped envelope to the Clerk of Courts Office with the fee of \$31.00 in cash, check or money order.

**It is your responsibility to notify the Magisterial District Judge that you have filed a Petition to File Summary Appeal Nunc Pro Tunc.**

3. If your Petition to Appeal Nunc Pro Tunc is granted by a Judge by court order or at the time of a hearing, you may then file a Summary Appeal. The form for this may be found at <http://lebcounty.org> under the Clerk of Courts Department. The fee for filing the Summary Appeal is \$71.00 and is non-refundable regardless of the outcome of the case.

The Clerk of Courts Office cannot provide legal advice or assistance filling out this form. If you have any questions, please consult an attorney.