

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION  
COVER SHEET**

<div style="text-align: center; margin-top: 100px;">Vs</div>	<b>Plaintiff(s)</b>
	Case Number :
	<div style="border: 1px solid black; width: 100px; height: 25px; display: inline-block;"></div> — <div style="border: 1px solid black; width: 50px; height: 25px; display: inline-block;"></div> — <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div>
	Type of Pleading :
	Code and Classification :
	Filed on behalf of
	(Name of the filing party)
	<input type="checkbox"/> Counsel of Record <input type="checkbox"/> Individual, If Pro Se
	Name, Address and Telephone Number :
Attorney's State ID :	
Attorney's Firm ID :	
<b>Defendant(s)</b>	

[cover]

IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION

\_\_\_\_\_  
Plaintiff  
vs.  
\_\_\_\_\_  
Defendant

ARBITRATION DOCKET  
No. \_\_\_\_\_  
Hearing Date: \_\_\_\_\_

**NOTICE TO DEFEND**

**YOU HAVE BEEN SUED IN COURT.** If you wish to defend against the claims set forth in the attached copy of the suit papers, **YOU MUST** complete and detach two of the copies of the attached "Notice of Intention to Appear." One completed copy of the "Notice of Intention to Appear" must be filed or mailed to the Department of Court Records, Civil/Family Division, First Floor, City-County Building, 414 Grant Street, Pittsburgh, PA 15219 and the other completed copy must be mailed to:

within **TWENTY (20)** days from the date these papers were mailed. You are warned that if you fail to do so, the case may proceed without you and a judgment may be entered against you by the court without further notice for any money claimed in the complaint or for any other claim or relief requested by the plaintiff. You may lose money, property, or other rights important to you.

**YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER OR CANNOT AFFORD ONE, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW TO FIND OUT WHERE YOU CAN GET LEGAL HELP.**

LAWYER REFERRAL SERVICE  
The Allegheny County Bar Association  
3rd Floor Koppers Building, 436 Seventh Avenue  
Pittsburgh, Pennsylvania 15219  
Telephone: 412-261-5555  
[www.acbalrs.org](http://www.acbalrs.org)

**HEARING NOTICE**

**YOU HAVE BEEN SUED IN COURT.** The above Notice to Defend explains what you must do to dispute the claims made against you. If you file the written response referred to in the Notice to Defend, a hearing before a board of arbitrators will take place in Court Room 2, 7th Floor of the City-County Building, 414 Grant Street, Pittsburgh, Pennsylvania, on \_\_\_\_\_, \_\_\_\_\_ [insert date and year] at 9:00 A.M. **IF YOU FAIL TO FILE THE RESPONSE DESCRIBED IN THE NOTICE TO DEFEND, A JUDGMENT FOR THE AMOUNT CLAIMED IN THE COMPLAINT MAY BE ENTERED AGAINST YOU BEFORE THE HEARING.**

**DUTY TO APPEAR AT ARBITRATION HEARING**

If one or more of the parties is not present at the hearing, THE MATTER MAY BE HEARD AT THE SAME TIME AND DATE BEFORE A JUDGE OF THE COURT WITHOUT THE ABSENT PARTY OR PARTIES. THERE IS NO RIGHT TO A TRIAL DE NOVO ON APPEAL FROM A DECISION ENTERED BY A JUDGE.

**NOTICE:** You must respond to this complaint within twenty (20) days or a judgment for the amount claimed may be entered against you before the hearing.

If one or more of the parties is not present at the hearing, the matter may be heard immediately before a judge without the absent party or parties. There is no right to a trial de novo on appeal from a decision entered by a judge.

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

COMPLAINT (Note : ONLY for cases under \$3000)

Form 182

Plaintiff

Case Number :

Vs

Hearing Date : \_\_\_\_\_

Defendant

**Courtroom 2, 7th Floor  
City-County Building, 9:00 A.M.**

**COMPLAINT IN CIVIL ACTION**

Plaintiff's address :

Defendant's address :

(State briefly and concisely the nature and amount of the claim)  
On about (EXPLAIN YOUR LAW SUIT):

**WHEREFORE**, Plaintiff claims damages from the Defendant in the sum of \_\_\_\_\_  
(Write the dollar amount that you are suing for and/or possession of the premises in a landlord/tenant suit.)

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Address :

**NOTICE :** You are hereby notified to return **"Notice of Intention to Appear"** within twenty (20) days from service hereof or a default judgment or award may be entered against you.

[complaint]

**Court of Common Pleas  
Civil Cover Sheet**

**For Prothonotary Use Only:**

Docket No:

<b>Commencement of Action:</b> <input type="checkbox"/> Complaint <input type="checkbox"/> Writ of Summons <input type="checkbox"/> Petition <input type="checkbox"/> Transfer from Another Jurisdiction <input type="checkbox"/> Declaration of Taking	
Lead Plaintiff's Name:	Lead Defendant's Name:
Are money damages requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dollar Amount Requested: <input type="checkbox"/> within arbitration limits (check one) <input type="checkbox"/> outside arbitration limits
Is this a <i>Class Action Suit</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this an <i>MDJ Appeal</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Plaintiff/Appellant's Attorney: _____ <input type="checkbox"/> Check here if you have no attorney (are a Self-Represented [Pro Se] Litigant)	

# SECTION B

- ☐ Intentional
- ☐ Malicious Prosecution
- ☐ Motor Vehicle
- ☐ Nuisance
- ☐ Premises Liability
- ☐ Product Liability (*does not include mass tort*)
- ☐ Slander/Libel/ Defamation
- ☐ Other:

☐ Asbestos  
☐ Tobacco  
☐ Toxic Tort - DES  
☐ Toxic Tort - Implant  
☐ Toxic Waste  
☐ Other:

☐ Dental  
☐ Legal  
☐ Medical  
☐ Other Professional:

☐ Buyer Plaintiff  
☐ Debt Collection: Credit Card  
☐ Debt Collection: Other

☐ Employment Dispute: Discrimination

☐ Employment Dispute: Other

**■ Employment Dispute: Other**

☐ Other:

Administrative Agencies

☐ Board of Assessment

☐ Board of Elections

☐ Dept. of Transportation

☐ Statutory Appeal: Other \_\_\_\_\_

 Zoning Board☐ Other:

☐ Ejectment  
☐ Eminent Domain/Condemnation  
☐ Ground Rent  
☐ Landlord/Tenant Dispute  
☐ Mortgage Foreclosure: Residential  
☐ Mortgage Foreclosure: Commercial  
☐ Partition  
☐ Quiet Title  
☐ Other:

☐ Common Law/Statutory Arbitration  
☐ Declaratory Judgment  
☐ Mandamus  
☐ Non-Domestic Relations  
☐ Restraining Order  
☐ Quo Warranto  
☐ Replevin  
☐ Other:

429