

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

Plaintiff(s)/Landlord

vs.

Defendant(s)/Tenants(s)

CIVIL DIVISION

Case No.

Type of Pleading

NOTICE OF INTENTION TO APPEAR

Filed on behalf of:

(Name of the filing party)

\_\_\_ Counsel of Record

\_\_\_ Individual, if *Pro Se*

Name, Address, Telephone Number, and Email  
Address:

Attorney's State ID:

Attorney's Firm ID:

**FILE WITH DEPARTMENT OF COURT RECORDS**

**NOTICE OF INTENTION TO APPEAR**

PLAINTIFF

Case No. \_\_\_\_\_

DEFENDANT

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

To The Plaintiff Or The  
Plaintiff's Attorney:

I intend to appear at the hearing scheduled for the above date and defend against the claim made against me. I do not owe this claim for the following reasons:

I certify that I have mailed a copy of this Notice to the Plaintiff or the Plaintiff's Attorney.

Sign Here: \_\_\_\_\_  
(Defendant or Defendant's Attorney If Any)

Date:

Address:

**TO BE FILED WITH DEPT OF COURT RECORDS**

**NOTICE OF HEARING**

**TO THE DEFENDANT:**

Case No. \_\_\_\_\_

A lawsuit has been filed against you. Attached is a copy. You are requested to appear for a hearing on \_\_\_\_\_ at \_\_\_\_\_ o'clock in the City-County Building (located at 414 Grant Street) on the 7<sup>th</sup> floor in Courtroom #2. If you intend to appear at the hearing and defend against this claim, YOU MUST complete and detach two of the copies of the "Notice of Intention To Appear" at the top of this page. One completed copy of the "Notice of Intention To Appear" must be filed or mailed by **Certified or Registered Mail** to the Department of Court Records, Civil/Family Division, 1st Fl., City County Bldg., Pittsburgh, PA 15219 and the other completed copy must be mailed to:

within 20 days from the date that you receive these papers. IF YOU DO NOT file or mail the "Notice of Intention To Appear," OR IF YOU properly file or mail it but DO NOT APPEAR at the above time and place for the hearing: A JUDGMENT OR AN AWARD FOR THE AMOUNT OF THE CLAIM MAY BE ENTERED AGAINST YOU.

**SEND TO THE PLAINTIFF/PLAINTIFF'S ATTORNEY**

**NOTICE OF INTENTION TO APPEAR**

PLAINTIFF

Case No. \_\_\_\_\_

DEFENDANT

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

To The Plaintiff Or The  
Plaintiff's Attorney:

I intend to appear at the hearing scheduled for the above date and defend against the claim made against me. I do not owe this claim for the following reasons:

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Sign Here: \_\_\_\_\_  
(Defendant or Defendant's Attorney If Any)

Date:

Address:

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**DEFENDANT'S COPY (KEEP FOR YOUR RECORDS)**

**NOTICE OF INTENTION TO APPEAR**

PLAINTIFF

Case No. \_\_\_\_\_

DEFENDANT

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

To The Plaintiff Or The  
Plaintiff's Attorney:

I intend to appear at the hearing scheduled for the above date and defend against the claim made against me. I do not owe this claim for the following reasons:

I certify that I have mailed a copy of this Notice to the Plaintiff or the Plaintiff's Attorney.

Sign Here: \_\_\_\_\_  
(Defendant or Defendant's Attorney If Any)

Date:

Address:

**TO BE FILED WITH DEPT OF COURT RECORDS**

**NOTICE OF HEARING**

**TO THE DEFENDANT:**

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**CERTIFICATE OF COMPLIANCE**

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that requires filing confidential information and documents differently than non-confidential information and documents.

Submitted by: \_\_\_\_\_

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

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

Attorney No. (if applicable): \_\_\_\_\_