

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

Plaintiff(s)/Landlord

vs.

Defendant(s)/Tenants(s)

**NOTICE OF PRESENTATION**

Kindly take notice that the within **PETITION TO OPEN DEFAULT JUDGMENT FOR FAILURE TO PLEAD** shall be presented before the Civil Division Housing Court Judge via teleconference at 412-677-0647 and enter Conference ID: 363 415 845# on

at \_\_\_\_\_ p.m.

CIVIL DIVISION

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

Type of Pleading

**PETITION TO OPEN DEFAULT JUDGMENT  
FOR FAILURE TO PLEAD**

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:

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

_____	CIVIL DIVISION
Plaintiff(s)/Landlord	
vs	Case No. _____
_____	
Defendant(s)/Tenants(s)	

**PETITION TO OPEN DEFAULT JUDGMENT  
FOR FAILURE TO PLEAD**

AND NOW, comes the defendant/tenant, \_\_\_\_\_, and presents the following Petition to Open Default Judgment for Failure to Plead and in support thereof states as follows:

1. The Plaintiff took a default judgment in the above-captioned action on \_\_\_\_\_, 20\_\_\_\_.
2. As of the date of the default judgment, the undersigned had not yet filed a Notice of Intent to Appear and/or an Answer or other responsive pleading to the complaint filed against the undersigned.
3. As of this date, the undersigned has prepared a Notice of Intent to Appear setting forth and/or providing an accompanying Answer and/or defenses. In accordance with Rule 237.3, a copy of said Notice of Intent to Appear and/or Answer is attached as Exhibit A to this Petition.

4. I was unable to timely file the Notice of Intent to Appear and/or Answer for the following reasons:

5. I am asking the Court to consider the above reasons and grant this Petition.

WHEREFORE, the undersigned respectfully requests this Court to enter an Order granting this Petition to Open Default Judgment for Failure to Plead and authorize the undersigned to immediately file the attached Notice of Intent to Appear and/or Answer.

\_\_\_\_\_  
*Date*

*Signature* \_\_\_\_\_

*Print Name* \_\_\_\_\_

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**VERIFICATION**

I, \_\_\_\_\_, certify that the facts contained in the foregoing Motion are true and correct to the best of my knowledge, information, and belief. I understand that false statements herein are subject to the penalties of 18 Pa.C.S. §4904 related to unsworn falsification to authorities.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

**Exhibit A**

**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.

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

<hr/> Plaintiff(s)/Landlord  vs  <hr/> Defendant(s)/Tenants(s)	CIVIL DIVISION  Case No. _____
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**ORDER OF COURT**

**AND NOW**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, it is

ORDERED that:

**BY THE COURT:**

\_\_\_\_\_ J.

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

_____	CIVIL DIVISION
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_____	
Defendant(s)/Tenants(s)	

**CERTIFICATE OF SERVICE**

The undersigned certifies that a true and correct copy of the within Petition to Open Default Judgment for Failure to Plead was served this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the following manner: (*Check the appropriate form of service..*) ***If the opposing side is represented by an attorney, the attorney should be served.***

U.S. First Class Mail

Facsimile #: \_\_\_\_\_

Hand Delivery

Email Address

Landlord/Landlord's Counsel:

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

Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

*You must include phone number and, if known, email address for served party.*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

## **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): \_\_\_\_\_