

## EJECTIONS

### Welcome to the Office of Judicial Records

- Q. How do I remove someone from my premises who is not under a lease with me?
- A. You must first file a complaint in ejectment in the Office of Judicial Records which is located in City Hall room 296. The cost is \$348.23 + \$21.00 per defendant
- Q. Do I need an attorney?
- A. You may elect to hire an attorney or you may represent yourself. If you represent yourself you must familiarize yourself with the Pa. Rules of Civil Procedure.
- ❖ If you decide to represent yourself you may go to the Jenkins Memorial Library which is located at 1801 Market Street, 9<sup>th</sup> Floor for access to legal references. The contact number for the Jenkins Law Library is 215-574-1500.

To commence your case you will need a civil cover sheet, a notice to defend, a signed complaint, a signed verification of facts and a legal description of the property which can be obtained from the Recorder of Deeds located in room 154 City Hall.

The completed complaint in ejectment can be filed in City Hall room 296 over-the-counter or electronically through the Civil Electronic Filing System at <http://courts.phila.gov>.

The contact number for room 296 is 215-686-4251.

Once your complaint has been processed, you must have it served on the occupant. Methods of service include, sheriff's office, process server or by competent adult who is not a party to the action.

After the complaint has been served you must file a notarized affidavit of service in room 296.

The occupant/defendant has 20 days to file an answer to the complaint in room 296.

On the 21<sup>st</sup> day, if there is no answer filed by the occupant/defendant, a 10 day notice must be sent to them.

## Court of Common Pleas of Philadelphia County

Trial Division

**Civil Cover Sheet**

For Prothonotary Use Only (Docket Number)

PLAINTIFF'S NAME		DEFENDANT'S NAME																	
PLAINTIFF'S ADDRESS		DEFENDANT'S ADDRESS																	
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PLAINTIFF'S ADDRESS		DEFENDANT'S ADDRESS																	
PLAINTIFF'S NAME		DEFENDANT'S NAME																	
PLAINTIFF'S ADDRESS		DEFENDANT'S ADDRESS																	
TOTAL NUMBER OF PLAINTIFFS		TOTAL NO. OF DEFENDANTS	COMMENCEMENT OF ACTION <input type="checkbox"/> Complaint <input type="checkbox"/> Writ of Summons <input type="checkbox"/> Petition Action <input type="checkbox"/> Transfer From Other Jurisdictions <input type="checkbox"/> Notice of Appeal																
AMOUNT IN CONTROVERSY <input type="checkbox"/> \$50,000.00 or less <input type="checkbox"/> More than \$50,000.00	COURT PROGRAMS <table><tr><td><input type="checkbox"/> Arbitration</td><td><input type="checkbox"/> Mass Tort</td><td><input type="checkbox"/> Minor Court Appeal</td><td><input type="checkbox"/> Settlement</td></tr><tr><td><input type="checkbox"/> Jury</td><td><input type="checkbox"/> Savings Action</td><td><input type="checkbox"/> Statutory Appeals</td><td><input type="checkbox"/> Minors</td></tr><tr><td><input type="checkbox"/> Non-Jury</td><td><input type="checkbox"/> Petition</td><td><input type="checkbox"/> Commerce (Completion of Addendum Required)</td><td><input type="checkbox"/> W/D/Survival</td></tr><tr><td><input type="checkbox"/> Other:</td><td></td><td></td><td></td></tr></table>			<input type="checkbox"/> Arbitration	<input type="checkbox"/> Mass Tort	<input type="checkbox"/> Minor Court Appeal	<input type="checkbox"/> Settlement	<input type="checkbox"/> Jury	<input type="checkbox"/> Savings Action	<input type="checkbox"/> Statutory Appeals	<input type="checkbox"/> Minors	<input type="checkbox"/> Non-Jury	<input type="checkbox"/> Petition	<input type="checkbox"/> Commerce (Completion of Addendum Required)	<input type="checkbox"/> W/D/Survival	<input type="checkbox"/> Other:			
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<input type="checkbox"/> Non-Jury	<input type="checkbox"/> Petition	<input type="checkbox"/> Commerce (Completion of Addendum Required)	<input type="checkbox"/> W/D/Survival																
<input type="checkbox"/> Other:																			
CASE TYPE AND CODE (SEE INSTRUCTIONS)																			
STATUTORY BASIS FOR CAUSE OF ACTION (SEE INSTRUCTIONS)																			
RELATED PENDING CASES (LIST BY CASE CAPTION AND DOCKET NUMBER)			IS CASE SUBJECT TO COORDINATION ORDER? <table><tr><td>Yes</td><td>No</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Yes	No																		
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TO THE PROTHONOTARY:  Kindly enter my appearance on behalf of Plaintiff/Petitioner/Appellant:  Papers may be served at the address set forth below.																			
NAME OF PLAINTIFF'S/PETITIONER'S/APPELLANT'S ATTORNEY		ADDRESS (SEE INSTRUCTIONS)																	
PHONE NUMBER	FAX NUMBER																		
SUPREME COURT IDENTIFICATION NO.		E-MAIL ADDRESS																	
SIGNATURE		DATE																	

# Instructions for Completing Civil Cover Sheet

Rules of Court require that a Civil Cover Sheet be attached to any document commencing an action (whether the action is commenced by Complaint, Writ of Summons, Notice of Appeal, or by Petition). The information requested is necessary to allow the Court to properly monitor, control and dispose cases filed. A copy of the Civil Cover Sheet must be attached to service copies of the document commencing an action. The attorney or non-represented party filing a case shall complete the form as follows:

## A. Parties

### i. Plaintiffs/Defendants

Enter names (last, first, middle initial) of plaintiff, petitioner or appellant ("plaintiff") and defendant. If the plaintiff or defendant is a government agency or corporation, use the full name of the agency or corporation. In the event there are more than three plaintiffs and/or three defendants, list the additional parties on the Supplemental Parties Form. Husband and wife are to be listed as separate parties.

### ii. Parties' Addresses

Enter the address of the parties at the time of filing of the action. If any party is a corporation, enter the address of the registered office of the corporation.

### iii. Number of Plaintiffs/Defendants:

Indicate the total number of plaintiffs and total number of defendants in the action.

## B. Commencement Type:

Indicate type of document filed to commence the action.

## C. Amount in Controversy:

Check the appropriate box.

## D. Court Program:

Check the appropriate box.

## E. Case Types:

Insert the code number and type of action by consulting the list set forth hereunder. To perfect a jury trial, the appropriate fees must be paid as provided by rules of court.

### Proceedings Commenced by Appeal

#### Minor Court

5M Money Judgment  
5L Landlord and Tenant  
5D Denial Open Default Judgment  
5E Code Enforcement  
Other:

#### Local Agency

5B Motor Vehicle Suspension -  
Breathalyzer  
5V Motor Vehicle Licenses,  
Inspections, Insurance  
5C Civil Service  
5K Philadelphia Parking Authority  
5Q Liquor Control Board  
5R Board of Revision of Taxes  
5X Tax Assessment Boards  
5Z Zoning Board  
52 Board of View  
51 Other:

Other:

### Proceedings Commenced by Petition

8P Appointment of Arbitrators  
8C Name Change - Adult  
8L Compel Medical Examination  
8D Eminent Domain  
8E Election Matters  
8F Forfeiture  
8S Leave to Issue Subpoena  
8M Mental Health Proceedings  
8G Civil Tax Case - Petition  
Other:

### Actions Commenced by Writ of Summons or Complaint

#### Contract

1C Contract  
1T Construction  
1O Other:

#### Tort

2B Assault and Battery  
2L Libel and Slander  
4F Fraud  
1J Bad Faith  
2E Wrongful Use of Civil Process  
Other:

#### Negligence

2V Motor Vehicle Accident  
2H Other Traffic Accident  
1F No Fault Benefits  
4M Motor Vehicle Property Damage  
2F Personal Injury - FELA  
2O Other Personal Injury  
2S Premises Liability - Slip & Fall  
2P Product Liability  
2T Toxic Tort  
T1 Asbestos  
TZ DES  
T2 Implant  
3E Toxic Waste  
Other:

#### Professional Malpractice

2D Dental  
4L Legal  
2M Medical  
4Y Other:

#### 1G Subrogation

#### Equity

E1 No Real Estate  
E2 Real Estate  
1D Declaratory Judgment  
M1 Mandamus

#### Real Property

3R Rent, Lease, Ejectment  
Q1 Quiet Title  
3D Mortgage Foreclosure - Residential  
Owner Occupied  
3F Mortgage Foreclosure - Not Residential  
Not Owner Occupied

#### 1L Mechanics Lien

P1 Partition  
Prevent Waste  
1V Replevin

#### 1H Civil Tax Case - Complaint

Other:

## F. Commerce

### Program

Commencing January 3, 2000 the First Judicial District instituted a Commerce Program for cases involving corporations and corporate law issues, in general. If the action involves corporations as litigants or is deemed a Commerce Program case for other reasons, please check this block AND complete the information on the "Commerce Program Addendum". For further instructions, see Civil Trial Division Administrative Docket 01 of 2000.

## G. Statutory Basis for Cause of Action

If the action is commenced pursuant to statutory authority ("Petition Action"), the specific statute must be identified.

## H. Related Pending Cases

All previously filed related cases, regardless of whether consolidated by Order of Court or Stipulation, must be identified.

## I. Plaintiff's Attorney

The name of plaintiff's attorney must be inserted herein together with other required information. In the event the filer is not represented by an attorney, the name of the filer, address, the phone number and signature is required.

**The current version of the Civil Cover Sheet may be downloaded from the FJD's website  
<http://courts.phila.gov>**

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
COURT OF COMMON PLEAS OF PHILADELPHIA**

**VS.**

**NOTICE TO DEFEND**

**NOTICE**

You have been sued in court. If you wish to defend against the claims set forth in the following pages, you must take action within twenty (20) days after this complaint and notice are served, by entering a written appearance personally or by attorney and filing in writing with the court your defenses or objections to the claims set forth against you. 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 or 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.*

**Philadelphia Bar Association  
Lawyer Referral  
and Information Service  
1101 Market St., 11th Floor  
Philadelphia, Pennsylvania 19107  
(215) 238-6333**

**AVISO**

Le han demandado a usted en la corte. Si usted quiere defenderse de estas demandas expuestas en las paginas siguientes, usted tiene veinte (20) dias de plazo al partir de la fecha de la demanda y la notificacion. Hace falta ascantar una comparencia escrita o en persona o con un abogado y entregar a la corte en forma escrita sus defensas o sus objeciones a las demandas en contra de su persona. Sea avisado que si usted no se defiende, la corte tomara medidas y puede continuar la demanda en contra suya sin previo aviso o notificacion. Ademas, la corte puede decidir a favor del demandante y requiere que usted cumpla con todas las provisiones de esta demanda. Usted puede perder dinero o sus propiedades u otros derechos importantes para usted.

*Lleve esta demanda a un abogado inmediatamente. Si no tiene abogado o si no tiene el dinero suficiente de pagar tal servicio. Vaya en persona o llame por telefono a la oficina cuya direccion se encuentra escrita abajo para averiguar donde se puede conseguir asistencia legal.*

**Asociacion De Licenciados  
De Filadelfia  
Servicio De Referencia E  
Informacion Legal  
1101 Market St., 11th Piso  
Filadelfia, Pennsylvania 19107  
(215) 238-6333**

**IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY  
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
TRIAL DIVISION – CIVIL**

<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <p style="text-align: right; margin: 0;">Plaintiff(s)</p> <p style="text-align: center; margin: 20px 0;">vs.</p> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <p style="text-align: right; margin: 0;">Defendant(s)</p>	<p>Court Term _____, _____ (month) (year)</p> <p>&amp; No. _____</p>
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**COMPLAINT IN EJECTMENT**

1. Plaintiff(s) is (are) \_\_\_\_\_ with an address of \_\_\_\_\_, Philadelphia, PA 19 \_\_\_\_.
2. Defendant(s) is (are) \_\_\_\_\_ who occupy the Property located at \_\_\_\_\_, Philadelphia, PA 19 \_\_\_\_.
3. Plaintiff(s) is (are) the legal owner(s) of the property by virtue of the attached Deed. A complete copy of the Deed attached is the last recorded Deed. **[Exhibit A – Deed]**
4. Defendant(s) do not have a lease and Plaintiff(s) and Defendant(s) are not Landlord(s) and Tenant(s).
5. Plaintiff(s) is (are) entitled to immediate possession of the Property.
6. Plaintiff(s) has (have) demanded possession of the Property from the Defendant(s) and Defendant(s) has (have) refused to deliver up possession to Plaintiff(s).

WHEREFORE, Plaintiff(s) requests Judgment for possession of the Property.

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

\_\_\_\_\_  
Print

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

**(ATTACH A COMPLETE COPY OF THE DEED AS EXHIBIT A)**

VERIFICATION

Plaintiff(s) \_\_\_\_\_  
hereby verify that the statements set forth in the foregoing Complaint are true and correct to the best of  
my knowledge, information and belief. I understand that these statements are made subject to the  
penalties of 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_