

EJECTMENTS

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 \$333.23 + \$17.00 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 833 Chestnut Street for access to legal references. The contact number for the Jenkins Law Library is 215-574-7900.

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 21st 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 | |
| PLAINTIFF'S NAME | | DEFENDANT'S NAME | |
| 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"/> Petition Action <input type="checkbox"/> Notice of Appeal <input type="checkbox"/> Writ of Summons <input type="checkbox"/> Transfer From Other Jurisdictions | |
| AMOUNT IN CONTROVERSY <input type="checkbox"/> \$50,000.00 or less <input type="checkbox"/> More than \$50,000.00 | COURT PROGRAMS <input type="checkbox"/> Arbitration <input type="checkbox"/> Jury <input type="checkbox"/> Non-Jury <input type="checkbox"/> Other: | <input type="checkbox"/> Mass Tort <input type="checkbox"/> Savings Action <input type="checkbox"/> Petition | <input type="checkbox"/> Minor Court Appeal <input type="checkbox"/> Statutory Appeals <input type="checkbox"/> Commerce (Completion of Addendum Required) |
| Settlement <input type="checkbox"/> Minors <input type="checkbox"/> W/D/Survival | | | |
| 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? Yes No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <p>TO THE PROTHONOTARY:</p> <p>Kindly enter my appearance on behalf of Plaintiff/Petitioner/Appellant:</p> <p>Papers may be served at the address set forth below.</p> | | | |
| NAME OF PLAINTIFF'S/PETITIONER'S/APPELLANT'S ATTORNEY | | ADDRESS (SEE INSTRUCTIONS) | |
| PHONE NUMBER | FAX NUMBER | | |
| SUPREME COURT IDENTIFICATION NO. | | | |
| 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**

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**

| | |
|--|---|
| <p>_____</p> <p>_____</p> <p style="text-align: right;">Plaintiff(s)</p> <p style="text-align: center;">vs.</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">Defendant(s)</p> | <p>Court Term _____, _____</p> <p style="text-align: center;">(month) (year)</p> <p>& No. _____</p> |
|--|---|

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: _____