

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

:

:

Plaintiff(s) :

:

:

:

:

Defendant(s) :

Case No. _____

PRAECIPE TO ENTER JUDGMENT OF NON-PROS FOR
FAILURE TO FILE COMPLAINT

TO THE OFFICE OF JUDICIAL RECORDS:

Please enter a Judgment of Non- Pros in favor of _____
and against _____ for Plaintiff(s) failure to file a complaint in
the above captioned matter.

A copy of the Notice of Praecipe to Enter Judgment of Non-Pros pursuant to Pa.R.Civ.P
237.1(2) is attached hereto. A copy of the Certification of Service of the Notice is attached
hereto.

Date: _____

Signature _____

Print Name _____

Address _____

Attorney ID Number _____

Phone Number _____

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

	:	
	:	
Plaintiff(s)	:	
	:	Case No. _____
	:	
	:	
Defendant(s)	:	

CERTIFICATION OF SERVICE OF NOTICE OF PRAECIPE
TO ENTER JUDGMENT OF NON- PROS

On _____, the undersigned caused a copy of the Notice of Praecipe to Enter Judgment of Non- Pros to be served by _____ upon Plaintiff(s)

I verify that the facts are true and correct and understand that the statements made in this certification have been made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Date: _____

Signature _____

Print Name _____

Address _____

Attorney ID Number _____

Phone Number _____



OFFICE OF JUDICIAL RECORDS
COURT OF COMMON PLEAS
ROOM 284, CITY HALL PHILADELPHIA, PA 19107

ERIC FEDER
DIRECTOR, OFFICE OF JUDICIAL RECORDS

_____	:	COURT OF COMMON PLEAS
<i>Plaintiff</i>	:	(Philadelphia County)
	:	
	:	_____ Term, 20 _____
VS.	:	
	:	No. _____
_____	:	
<i>Defendant</i>	:	

To: _____ (Plaintiff)
(NOTE: Serve on unrepresented plaintiff or on plaintiff's attorney)

Date of Notice: _____

Notice, 237.4
Notice of Praecipe to Enter Judgment of Non Pros

IMPORTANT NOTICE

You are in default because you have failed to file a Complaint in this case. Unless you act within ten days from the date of this notice, a judgment may be entered against you without a hearing and you may lose your right to sue the defendant and thereby lose property or other important rights.

You should take this paper to your lawyer at once. If you do not have a lawyer, go to or telephone the office set forth below. This office can provide you with information about hiring a lawyer.

If you cannot afford to hire a lawyer, this office may be able to provide you with information about agencies that may offer legal services to eligible persons at a reduced fee or no fee.

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

NOTIFICACIÓN IMPORTANTE

Usted está en incumplimiento porque no ha radicado una demanda en este caso. A menos de que actúe en diez días a partir de la fecha de esta notificación, habrá una decisión en su contra, sin una vista y usted podrá perder su derecho de demandar al demandado y perder bienes u otros derechos importantes. (Usted debe llevar inmediatamente esta notificación a su abogado. Si usted no tiene un abogado o no puede pagar los servicios del abogado, vaya o llame a la siguiente oficina para que le digan dónde pueden darle ayuda legal.)

Usted debe llevar inmediatamente este papel a su abogado. Si usted no tiene un abogado, vaya o llame a la oficina mencionada a continuación, esta oficina le puede dar información acerca de cómo contratar a un abogado.

Si usted no puede contratar a un abogado, esta oficina le puede dar información acerca de las agencias que le pueden ofrecer servicios legales a personas elegibles a un menor costo o sin costo alguno.

Asociacion de Licenciados de Filadelfia Servicio de Referencia e
Informacion Legal 1101 Market Street, 11th Floor
Filadelfia, Pennsylvania 19107
(215) 238-6333

If you have any questions concerning this notice, please call:

(Name of Attorney or Defendant)

(Attorney's or Defendant's Address)

at this telephone number: _____