

**FIRST JUDICIAL DISTRICT, COURT OF COMMON PLEAS  
TRIAL DIVISION  
OFFICE OF JUDICIAL RECORDS – CIVIL**



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**- OPTIONAL FORM -**

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**PETITION TO OPEN DEFAULT JUDGMENT FORM  
PURSUANT TO PA.R.C.P 237.3**

**NOTICE:**

The attached form is being offered by the court as an optional resource for people who do not have an attorney. It is not mandatory that you use this form. You are free to create your own document and research legal information for your document if you do not choose to use the court's resources.

This form is also not intended to take the place of legal advice or an attorney. If you need assistance finding an attorney to represent you or give you advice, our court staff can give you information on legal service organizations that may be able to help you.

*This court form is intended for non-attorneys only*

Person Filing this Document:

(Name)

Street Address:

City, State, Zip Code:

Telephone:

Email Address:

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

Plaintiff

Case Number

v.

Defendant

**PETITION TO OPEN DEFAULT JUDGMENT**

1. My name is:

2. I am the (*Check all that apply*):

Defendant

Other

3. I am requesting the Court to open the default judgment that was entered against me on this date:

(*Date judgment was entered*)

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4. *Check the statement below that best applies to you:*

I am filing this petition within 10 days of the date that default judgment was entered against me. **OR**

I am filing this petition more than 10 days after the date that default judgment was entered against me. ***(If you selected this statement, explain below.)***

a. I have a reasonable explanation or legitimate excuse for why I am filing this Petition to Open Default Judgment more than 10 days after the date the default judgment was entered against me. The reason why I am filing this petition more than 10 days after default judgment was entered against me is because: *(If you need more space, you can add additional pages to this document.)*

**After you explain your reasons, attach any documents that will help explain why your reasons should be considered by the Court to the end of this petition.**

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5. I did not respond to the Plaintiff's Complaint before the default judgment was entered against me because: *(If you need more space, you can add additional pages to this document.)*

**After you explain your reasons, attach any documents that will help explain why your reasons should be considered by the Court to the end of this petition.**

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6. I have a meritorious (valid) defense in this case. If this case were heard by a judge, I would argue that the Plaintiff should not succeed in their case against me because: *(If you need more space, you can add additional pages to this document.)*

7. While I did not file a response to the Complaint before default judgment was entered, I am now attaching my response to the Complaint to end of this petition. **(Attach a copy of your response to the Plaintiff's Complaint to the end of this petition.)**

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**WHEREFORE**, the Defendant(s) respectfully requests the Court open the default judgment against the Defendant(s).

Date:

By:

*Signature*

*Print Name*

*Street Address*

*City, State, Zip Code*

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**CERTIFICATION OF SERVICE**

I, \_\_\_\_\_, **HEREBY CERTIFY** that on \_\_\_\_\_, a true and correct copy of the attached Motion/Petition, was  
(Date) \_\_\_\_\_, or will be served to the following individuals at the addresses listed below:

Name:  
Address:  
Address:  
City, State, Zip Code:

Name:  
Address:  
Address:  
City, State, Zip Code:

Name:  
Address:  
Address:  
City, State, Zip Code:

The attached Motion/Petition was or will be served to these individuals by: *(Check all that apply)*

**U.S. Mail      Fax      Hand Delivery      Other**

*(Print Name)*

*(Date)*

\_\_\_\_\_  
*(Signature)*

*This court form is intended for non-attorneys only*



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

Case Number

Plaintiff

v.

Defendant

**PROPOSED RULE**

AND NOW, this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, upon consideration of the foregoing Petition to Open Default Judgment, a RULE is hereby entered upon the Respondent to show cause why the relief requested therein should not be granted.

RULE RETURNABLE on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m., in Courtroom \_\_\_\_\_, City Hall, Philadelphia, PA 19107.

BY THE COURT:

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

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

Case Number

Plaintiff

v.

Defendant

**PROPOSED ORDER**

AND NOW, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, upon  
consideration of the Petition to Open Default Judgment, and any response thereto, it is  
ORDERED and DECREED that the Petition is GRANTED. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY THE COURT:

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