

**APPOINTMENT OF AUTHORIZED REPRESENTATIVE FORM
(RULES 102 AND 131)**

In the Philadelphia Municipal Court



Instructions for Appointing a Representative in a Philadelphia Municipal Court Civil Case

Philadelphia Municipal Court Rule of Civil Procedure 131 authorizes a party in a civil case to appoint a representative who is authorized to act on behalf of a party.

An **Authorized Representative** is a person who acts on behalf of a party (another person) in a case. **The Authorized Representative can ONLY act for a party that has completed an Appointment of Authorized Representative Form.**

Parties need to verify that they are allowed to appoint an Authorized Representative. Filling out this form will provide the required information to verify they can.

To appoint an Authorized Representative, a party **must**:

- Believe and verify that the Authorized Representative knows enough about the facts of the case,
- Fill out the Appointment of Authorized Representative Form,
- Have the Authorized Representative fill out Section 3 of the Appointment of Authorized Representative Form, **and**
- Submit the form to the court **BEFORE** the court proceeding starts.

A party is always allowed to limit or cancel an Authorized Representative's right to act on behalf of the party. The party would need to file a document with the court to do so.

There are **3 sections** in this form.

Section 1: The party asking for an Authorized Representative will fill out Section 1. This section verifies that they are allowed to have an Authorized Representative.

Section 2: The party asking for an Authorized Representative will also fill out Section 2. This section verifies what the Authorized Representative can do.

Section 3: The person appointed as an Authorized Representative will fill out Section 3. This section verifies the Authorized Representative's qualifications in this case. It verifies they have personal knowledge of the facts and circumstances of the case.

In the Philadelphia Municipal Court



NO.

Plaintiff(s)

Defendant(s)

**APPOINTMENT OF AUTHORIZED REPRESENTATIVE FORM
(RULES 102 AND 131)**

Section 1

The person appointing an Authorized Representative in this case must fill out this Section.

This Section verifies that the party named in the case can have an Authorized Representative.

Please enter the name of the party appointing an Authorized Representative in the text box below.

Name of the party listed in the case name (could be your own name)

By signing this form, I verify that the party named above is one of the following: **(check one)**

- a person;
- the sole proprietor (owner of a business);
- a corporation;
- a general partnership;
- a limited partnership;
- a limited liability company;
- a professional association; or
- a business trust.

By signing this form, I verify that I am one of the following: **(check one)**

- the person named in the case;
- the sole proprietor (owner) named in the case;
- an officer of the corporation named in the case;
- a partner of the general partnership named in the case;
- a general partner of the limited partnership named in the case;
- a manager of the limited liability company named in the case;
- an officer of the board of governors of the professional association named in the case; or
- a trustee of the business trust named in the case.

AUTHORIZATION

I now authorize

(Name of the person being appointed as an Authorized Representative)

to act as an Authorized Representative of the party named above. I also verify that the Authorized Representative has personal knowledge of the facts and circumstances of the matter. I certify that the Authorized Representative will act in the interest of the named party.

Section 2

The person appointing an Authorized Representative must fill out this Section.

This Section requires you to select the actions you want the Authorized Representative to do. Below is a list of all the actions an Authorized Representative can do.

NOTE: You may limit or end the Authorized Representative’s authority at any point by filing a document with the court limiting or terminating the Appointment.

The Authorized Representative may do any of the following on my behalf: **(check as many as apply)**

- file a claim;
- file a landlord-tenant complaint;
- negotiate an agreement to the matter;
- participate at trial by testifying, submitting documents into evidence, asking witnesses questions, and making arguments; and
- file or respond to a petition of default judgment (a judgment entered against a party when that party fails to appear in court).

 **Lying on this court form is a crime that is punishable by the penalties outlined in 18 Pa. C.S. § 4904**

By signing below, you are verifying that all the information in Sections 1 AND 2 of this form are true and correct to the best of your knowledge, information, and belief.

Printed Name: _____

Signature of Appointing Individual: _____

Date: _____

Section 3

The Authorized Representative must complete this section:

Your Name:

I verify, to the best of my knowledge, information, and belief, that I have personal knowledge of the facts and circumstances of the matter above.

 **Lying on this court form is a crime that is punishable by the penalties outlined in 18 Pa. C.S. § 4904**

By signing below, you are verifying that all the information in **Section 3** of this form is true and correct to the best of your knowledge, information, and belief.

Printed Name: _____

Signature of Authorized Representative: _____

Date: _____