

**LACKAWANNA COUNTY COURT OF COMMON PLEAS
CIVIL COVER SHEET INSTRUCTIONS**

An Attorney or pro se party filing a document commanding any type of civil action shall file a properly completed Civil Cover sheet. Copies of the Civil Cover Sheet shall be attached to service copies of the document commencing the action.

PARTIES

Regardless of the type of action, the initiating party or parties shall be designated as Plaintiff or Plaintiffs and the responding party or parties shall be designated as Defendant or Defendants. Name of individuals shall be listed as last name, first name, middle initial. Full names of agencies and occupations shall be provided. Spouses shall be listed as separate parties unless the claim of one spouse is limited to claim for consortium in which case the designation, et ux, or et vir shall be used. Where there are more than three plaintiffs or defendants, a supplemental form listing the additional parties shall be attached to the Cover Sheet.

The section labeled "Remarks" is for procedural matters only. These may include such matters as related cases where consolidation might be advisable. Matters such as expected difficulty with service of process or the status of settlement discussions do not belong in this section.

CASE TYPE AND CODE DESIGNATION

FAM	Family Court	L	TORT/BF	Tort Bad Faith
FAM/CUST	Custody		TORT/WCP	Wrongful use of Civil Process
FAM/DIV	Divorce		TORT/O	Other torts
MCT	Minor Court Appeal		NGL/MVA	Motor Vehicle Accident
LAG	Local Agency Appeal		NGL/NF	No-Fault Benefits
LAG/MVS	Motor Vehicle Suspension		NGL/PI	Personal Injury
LAG/ZB	Zoning Board Appeal		NGL/PREM	Premises Liability
LAG/O	Other Agency Appeals		NGL/PROD	Product Liability
PCP/VAL	Validation of Tax Title		NGL/TT	Toxic Tort
PCP/TS	Tax Sale		NGL/O	Other Negligence Action
PCP/OBJ	Objection to Tax Sale	M	MLP/D	Dental Malpractice
PCP/PRIV	Petition to set aside private sale		MLP/L	Legal Malpractice
PCP/O	Other Proceedings commenced by Petition		MLP/M	Medical Malpractice
CJ	Confession of Judgment		MLP/O	Other Malpractice
CLASS	Class Action		EQ	Equity
CNT	Contract cases	RE	REPL	Replevin
DECL	Declaratory Judgment		RP	Real Property
COND/DT	Condemnation/Declaration of Taking		RP/EJ	Ejectment
TORT/AB	Assault & Battery		RP/QT	Quiet Title
TORT/LS	Libel & Slander		RP/MF	Mortgage Foreclosure
TORT/FR	Fraud		RP/ML	Mechanic's Lien
			RP/PRT	Petition
			PP	Personal Property Actions

STATUTORY CAUSE OF ACTION

If the action is commenced pursuant to statutory authority, the specific statute must be identified with full citation.

PENDING CASES

Previously filed related cases must be identified by caption and docket number whether or not Consolidated.

COURT OF COMMON PLEAS OF LACKAWANNA COUNTY

CIVIL COVER SHEET

FOR CLERK OF JUDICIAL RECORDS 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 NUMBER OF DEFENDANTS	COMMENCEMENT OF ACTION	
		Complaint Petition Action Notice of Appeal Writ of Summons Transfer from other jurisdictions	
AMOUNT IN CONTROVERSY In Excess of Jurisdictional Amount? Yes No	COURT PROGRAMS Arbitration Jury Non-Jury Other	Petition Minor Court Appeal Statutory Appeals	
CASE TYPE AND CODE (SEE INSTRUCTIONS)			
STATUTORY FOR CAUSE OF ACTION (SEE INSTRUCTIONS)			
REMARKS:			
TO THE CLERK OF JUDICIAL RECORDS			
Please enter my appearance on behalf of Plaintiff			
Filers may be served at the address set forth below			
NAME OF PLAINTIFF'S ATTORNEY OR PRO SE PLAINTIFF		ADDRESS	
PHONE NUMBER	FAX NUMBER		
SUPREME COURT IDENTIFICATION NO.		E-MAIL ADDRESS	
SIGNATURE		DATE	