

When filing a notice of Appeal from a Summary Criminal Conviction, the form must be filed in the Clerk of Courts office within 30 days from the date of the sentence (from the Magistrate), along with \$45.00 (non-refundable) filing fee. Make checks/money orders payable to: Clerk of Courts

Please send form along with filing fee to Clerk of Courts, PO Box 218, Montrose PA 18801.

If your appeal is from a motor vehicle conviction other than parking, have the Clerk of Courts certify the form so you can mail it to Penn Dept. of Transportation, PO Box 60037, Harrisburg, PA 17106.

**NOTICE TO PERSON FILING A SUMMARY APPEAL FOR
VIOLATIONS UNDER THE VEHICLE CODE
ACT NO. 1995-48 75 PS 1555**

Delay of Suspension, Revocation or Disqualification

- (a) **General Rule.** Upon receiving certification that a person has filed a timely appeal from a criminal conviction that has caused the department to issue a notice of suspension, revocation or disqualification, the department may delay commencement of the suspension, revocation or disqualification for a period of up to six months. It shall be the responsibility of the person to obtain from the court in which the appeal was filed a statement which certifies that the person filed a timely appeal from the conviction, and to forward the certification to the department, accompanied by a request for the six-month delay from the department.
- (b) **Additional Delay.** A person may obtain an additional six-month delay if the person obtains and forwards to the department an additional certification from the court that the appeal is still pending before the court.
- (c) **Period of Delay.** An initial or additional six-month period of delay shall be measured from the date on which the court certifies that the appeal is pending before it.

The Certified Copy of the Summary Appeal Form can be mailed, with a request to the Department of Transportation at:

Department of Transportation
Correspondence Unit
PO Box 68618
Harrisburg, PA 17106

(ONLY FOR LICENSE IN JEOPARDY OF SUSPENSION/NOT POINTS)