

,	<b>IN THE COURT OF COMMON PLEAS</b>
<b>Plaintiff</b>	<b>OF McKEAN COUNTY, PENNSYLVANIA</b>
<b>vs.</b>	<b>CIVIL DIVISION</b>
,	
<b>Defendant</b>	<b>NO.      CD 20__</b>

**NOTICE OF INTENTION TO APPEAR**  
(Simplified Answer)

To the Plaintiff or the Plaintiff’s attorney:

I intend to appear at the hearing scheduled for the above-captioned case and defend against the claim made against me. I do not owe this claim for the following reasons:

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NEW MATTER, COUNTER CLAIM OR CROSS-CLAIM

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Dated: \_\_\_\_\_

\_\_\_\_\_  
[Print Name]  
\_\_\_\_\_

Defendant

**NOTICE TO PLAINTIFF**

**IF THIS NOTICE OF INTENTION TO APPEAR CONTAINS NEW MATTER, COUNTERCLAIM OR CROSS-CLAIM YOU ARE HEREBY NOTIFIED TO FILE A WRITTEN RESPONSE THERETO WITHIN (20) DAYS FROM SERVICE HEREOF OR A JUDGMENT MAY BE ENTERED AGAINST YOU. THIS MATTER WILL BE HEARD BY A BOARD OF ARBITRATORS AT A TIME, DATE AND PLACE TO BE SPECIFIED BUT, IF ONE OR MORE OF THE PARTIES IS NOT PRESENT AT THE HEARING, THE MATTER MAY BE HEARD AT THE SAME TIME AND DATE BEFORE A JUDGE OF THE COURT WITHOUT THE ABSENT PARTY OR PARTIES. THERE IS NO RIGHT TO A TRIAL *DE NOVO* ON APPEAL FROM A DECISION ENTERED BY A JUDGE.**

**CERTIFICATION OF SERVICE AND VERIFICATION**

I state that on or about \_\_\_\_\_ (insert date), I did notify the plaintiff of my intention to appear and defend the complaint by mailing a true and correct copy of this Notice of Intention to the plaintiff at \_\_\_\_\_ (insert address) by first class mail, postage prepaid.

I verify that the statements made in this pleading are true and correct. I understand that false statements made herein are subject to the penalties of 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities.

Dated \_\_\_\_\_

\_\_\_\_\_  
Defendant

**DISCLAIMER**

**Court Staff cannot offer any legal advice or help you fill out this form.** The Court assumes no responsibility and accepts no liability for actions taken by users of this form, including reliance on its contents. If you want to obtain the services of an attorney but do not know who to contact, you may call Northwest Legal Services. The phone number is 814-362-6596 and its address is 100 Main Street, Bradford, PA 16701.

## **WE STRONGLY RECOMMEND THAT YOU CONTACT A LAWYER!**

If you choose to represent yourself, you must understand that you **must** follow the Pennsylvania Rules of Civil Procedure in order for your case to be processed and your rights preserved! Civil litigation is a very complex process, and all rules apply even if the dispute **seems** to be a simple matter or the case does not involve a lot of money. Failure to follow these rules can result in devastating consequences. Most individuals seeking a medical remedy for a medical problem will consult a medical expert – a doctor. If you are seeking a legal remedy for a legal problem, we recommend that you consult a legal expert – a lawyer.

### **INSTRUCTIONS**

#### **Notice of Intention to Appear**

Everyone's handwriting is different. You may use a typewriter or computer to complete this form. If you do not have a typewriter or computer you must **print** legibly.

A copy of all documents (contracts, leases notes etc.) that are mentioned in your reply must be attached. If you wish to raise a defense, file a counterclaim or cross-claim go to Rules 1030, 1031 and 1031.1 of the Pennsylvania Rules of Civil Procedure for further information regarding these matters.

Attached to this notice shall be the Local Cover Sheet required by Rule 205.2. This form is available online and from the Prothonotary.

This notice shall be filed in the Office of the McKean County Prothonotary, Courthouse, Smethport, PA. with the appropriate filing fee, if any.

Make 2 copies of the completed notice. Keep 1 copy for yourself and mail the other copy to the plaintiff(s) by first class mail, postage prepaid.

You will find the Local Rules of Civil Procedure on the Court's website. The local arbitration rules begin with L1301.1. From the main menu you will also find forms by selecting "Forms and Applications".

Need to do research go to <http://www.duq.edu/academics/schools/law/law-library>. This is an excellent resource for conducting free legal research. Select "Primary Legal Research" from the menu. This site allows you to access the Unofficial Pennsylvania Statutes – Purdon's (these are the laws that govern legal actions in Pennsylvania) and the Pennsylvania Code along with many other options. Purdon's and selected sections of the Pennsylvania Code are also accessible from the Court's web site.

Need help with your case go to [www.palawhelp.org/PA/index.cfm](http://www.palawhelp.org/PA/index.cfm). This site is an online guide to legal information and legal services in Pennsylvania.

If you do not have a computer check with your local library who may have computer(s) and printer(s) available for public use.