

,

**Plaintiff**

**vs.**

,

**Defendant**

**IN THE COURT OF COMMON PLEAS  
OF McKEAN COUNTY, PENNSYLVANIA**

**CIVIL DIVISION**

**NO. CD 20\_\_**

**COMPLAINT IN ARBITRATION**  
(Simplified Complaint)

1. The plaintiff's address is:

\_\_\_\_\_

2. The defendant's address is:

\_\_\_\_\_

STATE BRIEFLY AND CONCISELY THE NATURE AND AMOUNT OF THE CLAIM  
(attach a separate sheet of paper, if necessary):

**On or about (Explain your lawsuit):**

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

WHEREFORE, Plaintiff claims damages from the Defendant in the sum of \$ \_\_\_\_\_.  
(Write the dollar amount that you are suing for and/or possession of the premises in a  
LL/TEN suit.)

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

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

\_\_\_\_\_  
Plaintiff

**NOTICE TO DEFENDANT**

**YOU ARE HEREBY NOTIFIED TO RETURN “NOTICE OF INTENTION TO APPEAR” WITHIN TWENTY (20) DAYS FROM SERVICE HEREOF OR A JUDGMENT MAY BE ENTERED AGAINST YOU BEFORE THE HEARING. 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 defendant of this action by mailing a true and correct copy of the Complaint in Arbitration to the defendant at the address set forth above 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 \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

**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 and the McKean County's Local 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 individual 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** **Complaint in Arbitration**

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 statement of claim must be attached to this complaint.

Attached to this complaint shall be the Notice to Defend required by Pa. R.C.P. No. 1018.1, Cover Sheet required by Pa. R.C.P. No. 205.5 and the Local Cover Sheet required by Rule L205.2. These forms are available on the Court's website at [www.mckeancountypa.org/Departments/Court\\_Of\\_Common\\_Pleas](http://www.mckeancountypa.org/Departments/Court_Of_Common_Pleas) and from the Prothonotary.

This complaint 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 complaint. Keep 1 copy for yourself and mail the other copy to the defendant(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.