

Court of Common Pleas of Carbon County		
Civil Cover Sheet		For Prothonotary Use only (Docket Number)
A. PLAINTIFF'S NAME:		DEFENDANT'S NAME:
PLAINTIFF'S ADDRESS & TELEPHONE NUMBER:		DEFENDANT'S ADDRESS AND TELEPHONE NUMBER:
PLAINTIFF'S NAME:		DEFENDANT'S NAME:
PLAINTIFF'S ADDRESS & TELEPHONE NUMBER:		DEFENDANT'S ADDRESS & TELEPHONE NUMBER:
TOTAL NUMBER OF PLAINTIFFS		TOTAL NUMBER OF DEFENDANTS
B. AMOUNT IN CONTROVERSY <input type="checkbox"/> \$50,000 or less <input type="checkbox"/> More than \$50,000	C. COMMENCEMENT OF ACTION <input type="checkbox"/> 1. Complaint <input type="checkbox"/> 2. Writ of Summons <input type="checkbox"/> 3. Notice of Appeal <input type="checkbox"/> 4. Petition Action	D. CASE PROCESS <input type="checkbox"/> 5. Arbitration <input type="checkbox"/> 6. Jury <input type="checkbox"/> 7. Non Jury <input type="checkbox"/> 8. Class Action
E. TRACK ASSIGNMENT REQUESTED (CHECK ONE) COURT HAS FINAL APPROVAL FOR ALL TRACK ASSIGNMENTS <input type="checkbox"/> FAST <input type="checkbox"/> STANDARD <input type="checkbox"/> COMPLEX If complex, state reasons:		
F. CODE AND CASE TYPE (See instructions)		G. CODE AND CASE SPECIFIC (See instructions)
H. STATUTORY BASIS FOR CAUSE OF ACTION (See instructions)		
I. RELATED PENDING CASES (List by Docket Number – Indicate whether the related cases have been consolidated)		
J. TO THE PROTHONOTARY: Kindly enter my appearance on behalf of Plaintiff/Petitioner/Appellant. Papers may be served at the address set forth below.		
NAME OF PLAINTIFF'S/APPELLANT'S ATTORNEY		ADDRESS
PHONE NUMBER	SUPREME COURT IDENTIFICATION NUMBER	E-MAIL ADDRESS: _____ FAX NO. (OPTIONAL – FOR SERVICE): _____
DATE: _____		SIGNATURE: _____ Form A

Instructions for Completing Civil Cover Sheet

The attorney (or pro se party) filing a case shall complete the form as follows:

A. Parties

- i. *Plaintiff(s)/Defendant(s)*
Enter names (last, first, middle initial) of plaintiff and defendant. If the plaintiff or defendant is a government agency or corporation, use the full name of the agency or corporation. In the event there are more than two plaintiffs and/or two defendants, list the additional parties on a separate sheet of paper. Husband and wife should be listed as separate parties.
- ii. *Parties' Addresses and Telephone Numbers*
Enter the address and telephone numbers of the parties at the time of filing of the action. If any party is a corporation, enter the address and telephone number of the registered office of the corporation.
- iii. *Number of Plaintiffs/Defendants*
Indicate the total number of plaintiffs and the total number of defendants in the action.

B. Amount in Controversy

Check the appropriate box. Indicate whether an Assessment of Damages Hearing is required.

C. Commencement of Action

Indicate type of document to be filed to initiate the action.

D. Other

Indicate whether the case is an arbitration, jury or non-jury case. Check any other appropriate boxes. If the action will require the entry of an Order approving a minor/incapacitated person's compromise, wrongful death or survival action, check the appropriate box.

E. Track Assignment – COURT HAS FINAL APPROVAL FOR ALL TRACK ASSIGNMENTS

If you are requesting the Complex track, please indicate the reasons for your request.

F. Type of Action - Case Type

Select and insert the applicable case type and code from the first two columns of the following list:

Code	Case Type	Code	Case Type	Code	Case Specific	Code	Case Specific
@	Asbestos Case	9	Mandamus	001	Assault/Battery	005	M V Prop Damage
X	Assessment Appeal	#	Miscellaneous	018	Class Action	009	Negotiable Instrument
A	Civil Action	F	Mortgage Foreclosure	015	Consumer Credit	032	Partition
=	Consumer Protection- Assur- ance Voluntary Compliance	\$	Municipal Appeal	019	Contract – Construction	002	Premises Liability
		7	Name Change	011	Contract - Sale of Goods	003	Personal Injury
C	Custody	Q	Quiet Title	012	Contract – Other	027	Product Liability
1	Declaratory Judgment	R	Replevin	025	Defamation	022	Prof.Malprac.Liability Actn
D	Divorce	!	Tax Sale	035	Discrimination	006	Property Damage (non-veh)
B	DJ Appeal	V	Zoning Appeal	030	Employment/Wrongful Disc.	010	Recov. Overpaymt.
W	Ejectment			043	Equity	013	Rent/Lease/Ejectment
N	Eminent Dom./Dec. of Tak.			016	Fraud	039	Right to Know
2	EminentDomain/Pet.Viewer s			040	Indirect Criminal Contempt	024	Stockholder Suit
L	License Appeal			008	Insurance-Declar. Judgment	014	Title to Real Property
				034	Malicious Prosecution	004	Torts to Land
				033	Mechanic’s Lien	023	Toxic Tort-Pers. Injury
				042	Medical Prof. Liability Action	031	Toxic Waste/Environ.
				007	Motor Veh. Accdt.>\$25,000	021	Wast/Contam/Env
				037	Motor Veh. Accdt.<\$25,000		

Case

G. Case Specific

Insert applicable case specific and code from the last two columns of the above list.

H. Statutory Basis for Cause of Action

If the action is commenced pursuant to statutory authority ("Petition Action"), the specific statute must be cited.

I. Related Pending Cases

All previously filed related cases must be identified. Indicated whether they have been consolidated by Court Order or Stipulation.

J. **Plaintiff's/Appellant's/Petitioner's Attorney - Entry of Appearance**

The name of filing party's attorney must be inserted, together with the other required information. Unrepresented filers must provide their name, address, telephone number and signature. **Providing the fax number shall authorize the service of legal papers by facsimile transmission. See Pa.R.CP.440(d)**