

**THE COURT OF COMMON PLEAS OF BUCKS COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

**DISTRICT JUSTICE JUDGMENT  
{FILING REQUIREMENTS}**

- Check in the amount of \$20.50 payable to Prothonotary
  
- Certified copy of the Notice of Judgment transcript
  
- Certification must have original signature
  
- Certification must have original seal.
  
- A separate certification is needed for each defendant that Judgment is to be entered against.
  
- Notice of Judgment/Transcript must be dated and signed 30 days after the date that Judgment was entered.
  
- Photocopy of certified Notice of Judgment transcript for each defendant.
  
- A copy of the civil complaint or Landlord/Tenant complaint from District Court must be attached.
  
- Pa. RCP 236 Notice is needed for each defendant.
  
- Envelopes addressed and stamped to your office and to the defendant(s).

