

**SUPPLEMENTAL INSTRUCTIONS FOR**  
**OBTAINING A STAY OF EVICTION**

**\*\*\*\*IMPORTANT\*\*\*\*PLEASE READ  
THESE INSTRUCTIONS CAREFULLY!**

**This document contains important information about your case. Failure to comply with any instructions provided in these materials may cause you to be evicted before your appeal or writ is heard.**

**1. FOR TENANTS - SUPERSEDEAS:** If you are a tenant and you filed the notice of appeal or *praecipe* for writ of *certiorari*, you must pay money into an escrow account to remain in the property until your appeal or writ is decided. This is called a "*supersedeas*." The *supersedeas* will suspend the magisterial district court judgment and will prevent your eviction until your case is heard by a judge and a final decision is made on the appeal or writ. **IF YOU FAIL TO PAY YOUR MONTHLY RENT INTO ESCROW IN FULL AND ON TIME, YOU COULD BE EVICTED BEFORE YOUR APPEAL OR WRIT IS HEARD.**

Begin by looking at the income limits attached to these instructions.

**获得暂缓执行驱逐的补充说明**

**\*\*\*\*重要文件\*\*\*\*请认真阅读这些说明！**

本文件含有关于您的案件的重要信息。如果不遵守这些材料所提供的任何说明，您可能会在上诉或令状审理前就被驱逐。

**1. 租户 –SUPERSEDEAS:** 若您为租户，而且您提交了上诉通知或 *certiorari* 令状的 *praecipe*，您必须在托管账户内存入资金以便留在房产中直至您的上诉或令状得到裁决。这被称作 "*supersedeas*\"。 *Supersedeas* 将暂停权威地方法院的判决，确保您不被驱逐，直至您的案件由法官审理而且上诉或令状得到最终裁决。如果您没有准时将您的每月租金全额支付给信托，您可能在您的上诉或令状审理前被驱逐。

从查看这些说明所附的收入限额开始。

If your income is below the income limits, complete a Tenant's Affidavit, pursuant to Pa.R.C.P.M.D.J. No. 1008(C)(2) or 1013(C)(2). These affidavits are available on the website of the Unified Judicial System of Pennsylvania at <http://www.pacourts.us/forms/for-the-public>. Then follow the instructions for low-income tenants below. There are several different options available; pick the option (A, B, or C) that best describes your situation.

If your income is higher than the income limits attached to these instructions, follow the instructions for D.

**A.** If you are a low-income tenant and there was a money judgment entered against you for non-payment of rent, and you HAVE NOT paid rent for the month in which the notice of appeal or *praecipe* for writ of *certiorari* is filed, you must:

1. File an *in forma pauperis* petition (a petition for low-income parties) pursuant to Pa.R.C.P. No. 240;
2. Pay one-third of your monthly rent into an escrow account with the prothonotary's office at the time the notice of appeal or *praecipe* for writ of *certiorari* ("*praecipe*") is filed;

如果您的收入低于收入限额，请依据 Pa.R.C.P.M.D.J. No. 1008(C)(2) 或 1013(C)(2) 填写租户宣誓书。这些宣誓书可在 Pennsylvania 州统一司法系统网站获取：<http://www.pacourts.us/forms/for-the-public>。然后请遵从下方关于低收入租户的说明。此处有几个不同的选项；请选择最能描述您的状况的选项（A、B 或 C）。

如果您的收入高于这些说明所附的收入限额，请遵从 D 项说明。

**A.** 如果您是低收入租户，因未支付租金而得到了付款判决，而您在提交上诉通知或 *certiorari* 令状的 *praecipe* 的当月未支付租金，您必须：

1. 依据 Pa.R.C.P. No. 240 提交 *in forma pauperis* 诉状（低收入当事方诉状）；
2. 在提交上诉通知或 *certiorari* 令状的 *praecipe* ("*praecipe*") 时支付您的每月租金的三分之一至法院书记员办公室的信托账户；

3. Pay the remaining two-thirds (2/3) of your monthly rent into the escrow account within twenty (20) days of the date the notice of appeal or *praecipe* was filed; and

4. Pay your monthly rent on an ongoing basis into the escrow account in thirty (30) day intervals from the date the notice of appeal or *praecipe* was filed until the time of your trial.

**B.** If you are a low-income tenant, and there was a money judgment against you for non-payment of rent, and you HAVE paid rent for the month in which the notice of appeal or *praecipe* for writ of *certiorari* ("*praecipe*") is filed, you do not have to pay rent at the time you file your notice of appeal or *praecipe*. You must:

1. File an *in forma pauperis* petition (a petition for low-income parties), pursuant to Pa.R.C.P. No. 240;
2. Pay your monthly rent on an ongoing basis into an escrow account with the prothonotary in thirty (30) day intervals from the date the notice of appeal or *praecipe* was filed until the time of trial. It is important to count the thirty (30) days exactly because the date of your payment will change depending on the number of days in a given month.

**C.** If you are a low-income tenant, and no money judgment was entered against you

3. 在提交上诉通知或 *praecipe* 日期后二十 (20) 天内将余下三分之二 (2/3) 的每月租金支付至信托账户；以及

4. 自提交上诉通知或 *praecipe* 之日起，坚持每隔三十 (30) 天支付一次每月租金至信托账户，直至审判。

**B.** 如果您是低收入租户，因未支付租金而得到了付款判决，而您在提交上诉通知或 *certiorari* 令状的 *praecipe* ("*praecipe*") 的当月已支付租金，您无须在提交上诉通知或 *praecipe* 时支付租金，您必须：

1. 依据 Pa.R.C.P. No. 240 提交 *in forma pauperis* 诉状（低收入当事方诉状）；
2. 自提交上诉通知或 *praecipe* 之日起，坚持每隔三十 (30) 天支付一次每月租金至法院书记员的信托账户，直至审判。必须精确遵守三十 (30) 天的付款间隔时间，因为您的付款日将视给定月份的天数而变。

**C.** 如果您是低收入租户，不曾因未支付租金而得到付款判决，您无须在提交上诉通

for non-payment of rent, you do not have to pay rent at the time you file your notice of appeal or *praecipe* for writ of *certiorari* ("*praecipe*"). *This option is to be used if at the magisterial district court hearing, the judge determined that you owed "zero" or "nothing" in rent.* You must:

1. File an *in forma pauperis* petition (a petition for low-income parties), pursuant to Pa.R.C.P. No. 240;
2. Pay your monthly rent on an ongoing basis into an escrow account with the prothonotary in thirty (30) day intervals from the date the notice of appeal or *praecipe* was filed until the time of your trial. It is important to count the thirty (30) days exactly because the date of your payment will change depending on the number of days in a given month.

**D.** If your income is higher than the income limits on the attached chart, you must:

1. Pay the fee to file a notice of appeal or *praecipe* for writ of *certiorari* ("*praecipe*");
2. Pay the lesser of three (3) months' rent or the amount of rent awarded to the landlord in magisterial district court into an escrow account with the prothonotary's office at the time the notice of appeal or *praecipe* is filed; and

知或 *certiorari* 令状的 *praecipe*

("praecipe") 时支付租金。若权威地方法院听证会上，法官认为您的租金欠款为“零”或“无”欠款，此选项可用。您必须：

1. 依据 Pa.R.C.P. No. 240 提交 *in forma pauperis* 诉状（低收入当事方诉状）；

2. 自提交上诉通知或 *praecipe* 之日起，坚持每隔三十 (30) 天支付一次每月租金至法院书记员的信托账户，直至审判。必须精确遵守三十 (30) 天的付款间隔时间，因为您的付款日将视给定月份的天数而变。

**D.** 如果您的收入高于所附图表中的收入限额，您必须：

1. 支付费用以提交上诉通知或 *certiorari* 令状的 *praecipe* ("*praecipe*");
2. 提交上诉通知或 *praecipe* 时将三 (3) 个月租金或权威地方法院判给房东的租金金额（取金额较小者）支付至法院书记员办公室的信托账户；以及

3. Pay your monthly rent into the escrow account in thirty (30) day intervals from the date the notice of appeal or *praecipe* was filed until the time of trial. It is important to count the thirty (30) days exactly because the date on your payment will change depending on the number of days in a given month.

3. 自提交上诉通知或 *praecipe* 之日起，坚持每隔三十 (30) 天支付一次每月租金至信托账户，直至审判。必须精确遵守三十 (30) 天的付款间隔时间，因为您的付款日将视给定月份的天数而变。

**INCOME LIMITS / 收入限额**

**2025 HHS Poverty Income Guidelines Expressed in Monthly Amounts /  
2025 HHS 贫困收入参考线（以每月金额表示）**

<b>Size of Family Unit 家庭单位人数</b>	<b>Poverty Guideline Monthly Amount 贫困参考线每月金额</b>
1	\$ 1304.17
2	1762.50
3	2220.83
4	2679.17
5	3137.50
6	3595.83
7	4045.17
8	4512.50
For each additional person, add 每多一人，则加	458.33