

## Commonwealth Court of Pennsylvania

### Copy and Fee Requirements

Filing Type	Number of Copies – Paper Filings*	Paper Version & Copies of Documents Electronically Filed via PACFile†	FEES
Petition for Review or Petition for Review <i>nunc pro tunc</i> (Appellate Jurisdiction other than Finance and Revenue – C.D.)	original* + 1	1 paper version†	\$50.00 Filing Fee \$40.25 Surcharges <b>\$90.25 Total</b>
Petition for Review or Petition for Review <i>nunc pro tunc</i> (Finance and Revenue – F.R.)	original* + 2	1 paper version + 1 copy (2)†	\$50.00 Filing Fee \$40.25 Surcharges <b>\$90.25 Total</b>
Petition for Review – Pa. R.A.P. 1311 Note	original* + 1	1 paper version†	\$50.00 Filing Fee \$40.25 Surcharges <b>\$90.25 Total</b>
Petition for Permission to Appeal	original* + 1	1 paper version†	\$50.00 Filing Fee \$40.25 Surcharges <b>\$90.25 Total</b>
Petition for Stay Pending Filing of Petition for Permission to Appeal (Pa. R.A.P. 1702(b))	original* + 1	1 paper version†	\$50.00 Filing Fee \$40.25 Surcharges <b>\$90.25 Total</b>
Petition for Review (Original Jurisdiction – M.D.)	original* + 1	1 paper version†	\$30.00 Filing Fee \$40.25 Surcharges <b>\$70.25 Total</b>
Complaint	original* + 1	1 paper version†	\$30.00 Filing Fee \$40.25 Surcharges <b>\$70.25 Total</b>
Praecipe for Writ of Summons	original* + 1	1 paper version†	\$30.00 Filing Fee \$40.25 Surcharges <b>\$70.25 Total</b>
Petition to Set Aside Nomination Petition/Papers (Election Code)	original* + 1	1 paper version†	\$30.00 Filing Fee \$40.25 Surcharges <b>\$70.25 Total</b>
Petition for Writ of Mandamus (Election Code)	original* + 1	1 paper version†	\$30.00 Filing Fee \$40.25 Surcharges <b>\$70.25 Total</b>
Petition to Withdraw Candidacy (Election Code)	original* + 1	1 paper version†	\$30.00 Filing Fee \$40.25 Surcharges <b>\$70.25 Total</b>
Petition for Enforcement	original* + 1	1 paper version†	\$30.00 Filing Fee \$40.25 Surcharges <b>\$70.25 Total</b>
Application for Issuance of a Subpoena	original* + 1	1 paper version†	\$30.00 Filing Fee \$40.25 Surcharges <b>\$70.25 Total</b>
Assurance of Voluntary Compliance	original* + 1	1 paper version†	\$15.00 Filing Fee \$40.25 Surcharges <b>\$55.25 Total</b>

Entry of Appearance	original* + 1	1 paper version†	No Charge
Notice of Intervention	original* + 1	1 paper version†	No Charge
Applications for Relief and Motions (general)	original* + 1	1 paper version†	No Charge
Praecipe (general)	original* + 1	1 paper version†	No Charge
Stipulation (general)	original* + 1	1 paper version†	No Charge
Status Report (general)	original* + 1	1 paper version†	No Charge
Preliminary Objections	original* + 1	1 paper version†	No Charge
Answer or Reply to New Matter	original* + 1	1 paper version†	No Charge
Motion for Summary Judgment, Judgment on the Pleadings or Summary Relief	original* + 1	1 paper version†	No Charge
Discontinuance of Action (by praecipe or application)	original* + 1	1 paper version†	No Charge
Designation of Contents of Reproduced Record (with statement of issues)	original* + 1	1 paper version†	No Charge
Extension of Time to File Brief – 1 <sup>st</sup> request (by letter [Pa. R.A.P. 3714(c), IOP § 223] or application)	original* + 1	1 paper version†	No Charge
Extension of Time to File Brief – 2 <sup>nd</sup> request (by application)	original* + 1	1 paper version†	\$10.00
Extension of Time to File Brief – 3 <sup>rd</sup> or subsequent request (by application)	original* + 1	1 paper version†	\$25.00
Brief	original* + 3	1 paper version + 3 copies (4)†	No Charge
Reproduced Record	4 copies	1 paper version + 3 copies (4)†	No Charge
Application for Reconsideration of an Order of a Single Judge	original* + 1	1 paper version†	\$15.00
Application for Reargument or Reconsideration (Panel or En Banc)	original* + 1	1 paper version†	\$15.00
Answer to Application for Reargument or Reconsideration (Panel or En Banc)	original* + 1	1 paper version†	No Charge
Motion to Publish Opinion	original* + 1	1 paper version†	No Charge
Notice of Appeal to Supreme Court	original* + 1	1 paper version†	\$50.00 Filing Fee \$40.25 Surcharges <b>\$90.25 Total payable to the Supreme Court of PA</b>

All filings must comply with the requirements of Pa. R.A.P. 124. Among other requirements, original paper filings must be unbound (but securely binder clipped); copies must be firmly bound. Please provide an additional copy and a self-addressed postage paid envelope if you wish to have a copy returned.

\* All paper documents filed with the Court are scanned, and an electronic image of the document is maintained in the Court's Electronic Records Management System (ERMS). To facilitate scanning, Pa. R.A.P. 124 requires that the paper original must be unbound. In addition to the required copies, parties filing paper documents are encouraged (but not required) to file an electronic copy of every paper document in PDF format on a disc, flash drive, or similar electronic medium in accordance with the following system requirements:

- The filing should be accompanied by an averment that the material on the electronic medium is an accurate and complete representation of the paper original.
- Documents created in PDF format should be saved in standard quality.
- Uploading documents directly from the electronic medium into ERMS provides the cleanest, sharpest, most accurate representation of the original paper document. Therefore, when possible, the electronic file should be made by converting the word processing document directly to PDF. If a paper document must be scanned, it should be scanned using 300 dpi for black and white and 200 dpi for color.
- Separate paper documents must be provided as separate electronic documents. For example, a separate brief and reproduced record should be separate electronic documents on the electronic medium.
- Name electronic documents clearly, such as Brief for Appellant. Use only letters, numbers, dashes, and spaces in naming.
- Mark the electronic medium with the Commonwealth Court docket number, name of party, and name of filing(s). If using a disc, write on the disc with a permanent marker or print directly onto the disc; do **not** use mailing labels or other adhesive labels on the disc.

† See Pa. R.A.P. 125, which authorizes electronic filing through the PACFile electronic filing system. Within seven days of submission of a document electronically filed via PACFile, the filer must submit to the court a bound paper version of the electronic filing with as many bound copies as the court requires. To ensure that the paper version submitted is the same as the electronically filed document, the paper version should be a printed copy of the electronically file-stamped document that was returned to the filer after acceptance by PACFile.