

FREQUENTLY ASKED QUESTIONS – CRIMINAL FILINGS

1.) How do I get a copy of my sentencing/disposition sheet?

If you know your case docket or OTN number, you are able to receive a copy as long as your file is not sealed by the court and it is also open to the public. You can request copies by stopping in our office, emailing your request to Clerkofcourts@lyco.org, or you may fax it to (570) 327-6760. Additional proof of identification may be required.

Please be sure to include as much information as possible, including your contact information should we have any questions. The fee is **\$0.25 per page**. We accept cash, checks (no starter checks,) money orders and certified bank checks.

2.) How much does a criminal record search cost?

The fee for a 7 year criminal record search is \$9.00. You will get a copy of the Magisterial District Docket Transcript containing the Affidavit of Probable Cause and Criminal Complaint; and a sentence/disposition order for each case found. If you need certified copies, there is an additional fee of **\$9.00** for each document certification. If you need an extensive criminal background search and/or one that goes back further than 7 years, you should request one through the Pennsylvania State Police by visiting their website at: <https://www.pa.gov/services/psp/request-a-criminal-history-background-check>

3.) How long does a criminal record search take to process?

Criminal record checks are typically processed within 48-72 hours, unless it is an extensive search or needs redacted.

4.) Will a Summary Appeal automatically stop the suspension of my driver's license?

No. The defendant **MUST** send a certified copy of the time and date stamped appeal and the request to delay the suspension to **PENNDOT** to stop the suspension until the final court hearing decision. The fee for a Summary Appeal is \$68.50 and must be filed in the Clerk's office within the 30 day appeal period. Forms can be found on this website. You will need to download the original and 3 copies when filing in this office.

5.) How Many citation numbers can I include on one summary appeal form?

For the filing of a summary appeal where there are multiple citation numbers, charged by the same arresting agency and that were heard on the same day, you should include them all on **one** summary appeal with one fee of **\$68.50**. If the citations were heard on different dates, then you will need to file a separate summary appeal for each and also pay a separate fee for each appeal.

6.) Where do I go to appeal the suspension of a driver's license/registration?

After you receive a letter from PENNDOT notifying you of a pending license suspension, an appeal may be filed at the Clerk of Courts office. Appeal forms are available at our office, at the Lycoming County Law Library, or by visiting the Lycoming County Law Library website.

Once the paperwork has been filled out, you will need bring the original plus (2) copies, the letter you received from Department of Transportation, and the **\$146.25** filing fee (payable to the "Clerk of Courts") You will be notified by the court scheduling office when a date is set for your hearing in front of a Common Pleas Court Judge.

7.) Who is the Affiant on the summary appeal form?

The arresting police officer.

8.) Who is the issuing authority on a summary appeal form?

The Magisterial District Justice.

9.) Do I need to report jail time on my summary appeal form?

Yes. If your sentence from the Magisterial District Justice included a jail sentence, you must notify the Lycoming County Prison that there is an appeal in progress, otherwise a bench warrant may be issued by the court if you do not appear to serve your MDJ sentence.

