

**INSTRUCTIONS FOR ASSESSMENT APPEALS
TO THE BLAIR COUNTY COURT OF COMMON PLEAS**

1. Complete the Supreme Court Civil Cover Sheet for each appeal by entering your name in the box marked "Lead Plaintiff's name" and ensure the Board of Assessment box is marked.
2. You are the Appellant. Complete the Assessment Appeal Mediation Scheduling Order form by filling your name in the caption as the Appellant.
3. Complete the caption and all highlighted areas on the Petition for Appeal from Decision of the Board of Assessment Appeals for each property. Please date and sign the form and provide an accurate mailing address.
4. Attach a copy of the **Decision Notice - Blair County Board of Assessment Appeals** to the Petition.
5. Make five copies of the Petition for Appeal and Decision Notice, one for your records and one for each taxing body including the Blair County Board of Assessment, the solicitor for the County, the municipality, and the school district.
6. File the Cover Sheet, the Mediation Scheduling Order, the original Petition for Appeal with Decision Notice and five copies in the Blair County Prothonotary's Office located in the Blair County Courthouse at 423 Allegheny Street, Ste. 144, Hollidaysburg, PA. 16648 *within 30 days* from the mailing date of the Decision Notice of the Blair County Board of Assessment Appeals. (The copies will be time stamped and returned to you, the appellant)
7. If you do not plan to retain an attorney, you must also complete and file an Entry of Appearance as a Self-Represented Party form.
8. A filing fee of \$131.00 must accompany your appeal. Acceptable forms of payment include cash, check or money order payable to Prothonotary of Blair County.
9. If you are appealing assessments for multiple properties you must complete a separate appeal form and civil cover sheet for each property and file them together.
10. Serve a copy of the appeal and decision on all interested taxing bodies by personal service, certified mail or regular mail.
11. File Certificate of Service with the Blair County Prothonotary Office proving notice to the Blair County Board of Assessment and other interested taxing bodies.

CHECKLIST

- Completed civil cover sheet
- Completed appeal form for each property with notice of board decision attached (plus five copies)
- Filing fee of \$131.00
- Entry of Appearance as a Self-Represented Party (if not using an attorney)

Supreme Court of Pennsylvania

Court of Common Pleas Civil Cover Sheet

BLAIR County

| | |
|-----------------------------------|--|
| <i>For Prothonotary Use Only:</i> | |
| Docket No: | |

The information collected on this form is used solely for court administration purposes. This form does not supplement or replace the filing and service of pleadings or other papers as required by law or rules of court.

SECTION A

| | |
|--|--|
| Commencement of Action: | |
| <input type="checkbox"/> Complaint | <input type="checkbox"/> Writ of Summons |
| <input type="checkbox"/> Transfer from Another Jurisdiction | <input type="checkbox"/> Declaration of Taking |
| <input type="checkbox"/> Petition | <input checked="" type="checkbox"/> Notice of Appeal |
| Lead Plaintiff's Name: | Lead Defendant's Name: BLAIR COUNTY BOARD OF ASSESSMENTS |
| <input checked="" type="checkbox"/> Check here if you are a Self-Represented (Pro Se) Litigant | |
| Name of Plaintiff/Appellant's Attorney: _____ | |
| Are money damages requested? : <input type="checkbox"/> Yes <input type="checkbox"/> No | Dollar Amount Requested: _____ within arbitration limits (Check one) _____ outside arbitration limits |
| Is this a <i>Class Action Suit</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

SECTION B

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|--|--|--|
| <p>Nature of the Case: Place an "X" to the left of the ONE case category that most accurately describes your PRIMARY CASE. If you are making more than one type of claim, check the one that you consider most important.</p> | | |
| <p>TORT (do not include Mass Tort)</p> <input type="checkbox"/> Intentional <input type="checkbox"/> Malicious Prosecution <input type="checkbox"/> Motor Vehicle <input type="checkbox"/> Nuisance <input type="checkbox"/> Premises Liability <input type="checkbox"/> Product Liability (does not include mass tort) <input type="checkbox"/> Slander/Libel/ Defamation <input type="checkbox"/> Other: _____ _____ | <p>CONTRACT (do not include Judgments)</p> <input type="checkbox"/> Buyer Plaintiff <input type="checkbox"/> Debt Collection: Credit Card <input type="checkbox"/> Debt Collection: Other _____ _____ <input type="checkbox"/> Employment Dispute: Discrimination <input type="checkbox"/> Employment Dispute: Other _____ _____ <input type="checkbox"/> Other: _____ _____ | <p>CIVIL APPEALS</p> <p>Administrative Agencies</p> <input checked="" type="checkbox"/> Board of Assessment <input type="checkbox"/> Board of Elections <input type="checkbox"/> Dept. of Transportation <input type="checkbox"/> Zoning Board <input type="checkbox"/> Statutory Appeal: Other _____ _____ <p>Judicial Appeals</p> <input type="checkbox"/> MDJ - Landlord/Tenant <input type="checkbox"/> MDJ - Money Judgment <input type="checkbox"/> Other: _____ _____ |
| <p>MASS TORT</p> <input type="checkbox"/> Asbestos <input type="checkbox"/> Tobacco <input type="checkbox"/> Toxic Tort - DES <input type="checkbox"/> Toxic Tort - Implant <input type="checkbox"/> Toxic Waste <input type="checkbox"/> Other: _____ _____ | <p>REAL PROPERTY</p> <input type="checkbox"/> Ejectment <input type="checkbox"/> Eminent Domain/Condemnation <input type="checkbox"/> Ground Rent <input type="checkbox"/> Landlord/Tenant Dispute <input type="checkbox"/> Mortgage Foreclosure <input type="checkbox"/> Partition <input type="checkbox"/> Quiet Title <input type="checkbox"/> Other: _____ _____ | <p>MISCELLANEOUS</p> <input type="checkbox"/> Common Law/Statutory Arbitration <input type="checkbox"/> Declaratory Judgment <input type="checkbox"/> Mandamus <input type="checkbox"/> Non-Domestic Relations Restraining Order <input type="checkbox"/> Quo Warranto <input type="checkbox"/> Replevin <input type="checkbox"/> Other: _____ _____ |
| <p>PROFESSIONAL LIABILITY</p> <input type="checkbox"/> Dental <input type="checkbox"/> Legal <input type="checkbox"/> Medical <input type="checkbox"/> Other Professional: _____ _____ | | |

IN THE COURT OF COMMON PLEAS OF BLAIR COUNTY, PENNSYLVANIA

_____ : Civil Division
Appellant : 20__ GN _____
VS. :
BLAIR COUNTY BOARD OF :
ASSESSMENT APPEALS :

ASSESSMENT APPEAL MEDIATION SCHEDULING ORDER

AND NOW, this _____ day of _____ 2016, it is hereby **ORDERED AND**

DIRECTED as follows:

1. This case has been assigned to _____ for mediation purposes.
2. All those with full settlement authority shall be personally present for the mediation session.
3. A mediation of the Appeal from the decision of the Board of Assessment Appeals shall be held on the _____ day of _____ 2016, at _____ o'clock ____ am/pm, _____.
4. Three copies of any evidence to be used in a hearing must be brought to the mediation including an appraisal of the subject property if available.

BY THE COURT;

Judge

IN THE COURT OF COMMON PLEAS OF
BLAIR COUNTY, PENNSYLVANIA

CIVIL DIVISION

Appellant

v.

No. _____

COMMERCIAL/RESIDENTIAL
(choose one)

BLAIR COUNTY BOARD OF ASSESSMENT APPEALS

Appellee (s)

REAL ESTATE INVOLVED

PETITION FOR APPEAL FROM DECISION OF THE BOARD OF ASSESSMENT APPEALS
(You may not file this petition unless you have received a decision from the formal appeal process
with the Board of Assessment Appeals)

____ I did participate in a formal appeal before the Board of Assessment Appeals
I have attached the decision by the "Board" dated _____

____ I did not participate in a formal appeal before the Board of Assessment Appeals

This Petition for Appeal from Decision of the Board of Assessment Appeals is filed by

_____ (Appellant Name) .

1. The owner of this commercial/residential (choose one) real estate and/or taxable property is
_____ (name),
and the address of this real estate is _____
_____ (the "Property").
2. The Property has been assigned Parcel Identification Number _____.
3. The County of Blair, the municipality of _____ (fill in) and the
school district _____ are the taxing bodies interested in the taxable status
of the Property.

4. The Blair County Assessment Office made an assessment of the Property.

_____ (Name)

appealed from the assessment to the Board of Property Assessment Appeals (the "Board") asking that the assessment be reduced/raised (choose one).

5. Following a hearing, a Decision of Appeal from Real Estate Assessment was mailed by the Board.

6. Petitioner is filing the appeal to the Common Pleas Court of Blair County.

7. The reason for the appeal is as follows:

WHEREFORE, Petitioner requests this Honorable Court to set the assessment to such amount as may be right and/or proper.

Dates: _____

(Signature)

Mailing Address of Appellant

County of Blair

Appellant

IN THE COURT OF COMMON PLEAS
BLAIR COUNTY, PENNSYLVANIA

Vs

NO. _____

BLAIR COUNTY BOARD OF ASSESSMENT

ENTRY OF APPEARANCE AS A SELF-REPRESENTED PARTY

1. I am the Appellant in the above-captioned appeal.
2. This is a new appeal and I am representing myself in this case and have decided not to hire an attorney to represent me at this time.
3. My address for the purpose of receiving all future pleadings and other legal notices is:

I understand that this address will be the only address to which notices and pleading in this case will be sent and that I am responsible to regularly check my mail at this address to ensure that I do not miss important deadlines or proceedings.

Circle One: This is my home address This is not my home address

4. My telephone number, where I can be reached during normal business hours (8:00 a.m. to 4:00 p.m., Monday through Friday), is _____.
- My email address is _____.

My telephone number and email address are confidential pursuant to a Protection From Abuse Order.

5. I understand I must file a new form every time my address or telephone number changes.
6. I fully understand that by deciding to represent myself, the Court will hold me to the same standards of knowledge regarding the statutory law, evidence law, Local and State rules of Procedure and applicable case law as a Pennsylvania licensed attorney, and that I must be fully prepared to meet those responsibilities.
7. I verify that the statements made in this Entry of Appearance as a Self-Represented Party are true and correct. I understand that if I make false statements herein, that I am subject to the criminal penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities which could result in a fine and/or prison term.

Date

Signature of Appellant

IN THE COURT OF COMMON PLEAS OF
BLAIR COUNTY, PENNSYLVANIA

CIVIL DIVISION

Appellant

v.

No. _____

BLAIR COUNTY BOARD OF ASSESSMENT APPEALS

Appellee

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the foregoing **PETITION FOR APPEAL FROM DECISION OF THE BOARD OF ASSESSMENT APPEALS**, has been served on all parties of interest:

For the Board of Assessment:

Blair County Assessment Office
423 Allegheny Street, Ste. 041
Hollidaysburg, PA 16648

By: (check one)

Certified Mail, return receipt requested _____

First Class mail, postage prepaid _____

Personal Service, hand delivered _____

For the County of Blair:

: Janet Burkardt, Esquire
: Weiss Burkardt Kramer, LLC
: 445 Fort Pitt Boulevard, Ste. 503
: Pittsburgh, PA 15219

:

By: (check one)

: Certified Mail, return receipt requested _____

: First Class mail, postage prepaid _____

: Personal Service, hand delivered _____

For all School Districts:

Beard Legal Group
3366 Lynnwood Drive
PO Box 1311
Altoona, PA 16603-1311

By: (check one)

Certified Mail, return receipt requested _____

First Class mail, postage prepaid _____

Personal Service, hand delivered _____

For Municipalities (see list for address):

: _____
: _____
: _____
: _____

:

By: (check one)

: Certified Mail, return receipt requested _____

: First Class mail, postage prepaid _____

: Personal Service, hand delivered _____

Date

Signature of Appellant

Notice of the Appeal

Within five (5) days from the date of filing a tax assessment appeal, the appellant shall serve a copy of the appeal upon all parties including the Board, the County, the municipality, and the school district in which the real estate is located.

Service shall be by one of the following:

1. Certified mail, return receipt requested
2. First Class mail, postage prepaid
3. Personal service, hand delivered

For the Board

Blair County Assessment Office
423 Allegheny St., Suite 041
Hollidaysburg, PA 16648

For the County

Janet Burkardt, Esq.
Weiss Burkardt Kramer, LLC
445 Fort Pitt Boulevard
Suite 503
Pittsburgh, PA 15219

For all School Districts:

Beard Legal Group
3366 Lynnwood Drive
PO Box 1311
Altoona, PA 16603-1311

For Municipalities

City of Altoona
Allegheny Township
Antis Township
Blair Township
Bellwood Borough
Catharine Township
Duncansville Borough
Frankstown Township
Freedom Township
Greenfield Township
Hollidaysburg Borough
Huston Township
Juniata Township
Logan Township
Martinsburg Borough
Newry Borough
North Woodbury Township
Roaring Spring Borough
Snyder Township
Taylor Township
Tyrone Township
Tyrone Borough
Williamsburg Borough
Woodbury Township
Tunnelhill Borough

| | |
|-----------------------------|---|
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