

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

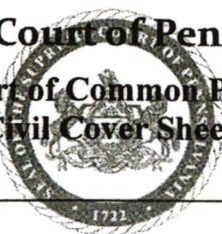
1. Complete the Supreme Court Civil Cover Sheet for each appeal by entering your name in the box marked "Lead Plaintiffs name" and ensure the Board of Assessment box is marked.
2. You are the Appellant. Complete the Assessment Appeal Mediation Scheduling Order form by filling your name in the caption 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 Board of **Assessment Appeals Decision Notice** 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 form.
8. A filing fee of \$146.00 must accompany each appeal. Acceptable forms of payment includes cash, check or money order made payable to the Prothonotary's office
9. If you are appealing assessments for multiple properties you must complete a separate appeal form and civil cover sheet for each property.
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 after providing 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 \$146.00 for each appeal
- _____ Entry of Appearance as a Self-Represented Party (if not using an attorney)
- _____ Serve (mail or deliver) copies to Board of Assessment and other interested parties File Certificate of Service with Blair County Prothonotary's Office

Supreme Court of Pennsylvania

Court of Common Pleas Civil Cover Sheet



County _____

For Prothonotary Use Only:

Docket No: _____

FILED

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:

- ☐ Complaint
 ☐ Writ of Summons
 ☐ Petition
 ☐ Declaration of Taking
 ☐ Transfer from Another Jurisdiction

Lead Plaintiff's Name: _____

Lead Defendant's Name: _____

Are money damages requested? ☐ Yes ☐ No

Dollar Amount Requested: ☐ within arbitration limits
(check one) ☐ outside arbitration limits

Is this a Class Action Suit? ☐ Yes ☐ No

Is this an MDJ Appeal? ☐ Yes ☐ No

Name of Plaintiff/Appellant's Attorney: _____

☐ Check here if you have no attorney (are a Self-Represented [Pro Se] Litigant)

SECTION B

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.

TORT (do not include Mass Tort)

- ☐ Intentional
☐ Malicious Prosecution
☐ Motor Vehicle
☐ Nuisance
☐ Premises Liability
☐ Product Liability (does not include mass tort)
☐ Slander/Libel/ Defamation
☐ Other: _____

MASS TORT

- ☐ Asbestos
☐ Tobacco
☐ Toxic Tort - DES
☐ Toxic Tort - Implant
☐ Toxic Waste
☐ Other: _____

PROFESSIONAL LIABILITY

- ☐ Dental
☐ Legal
☐ Medical
☐ Other Professional: _____

CONTRACT (do not include Judgments)

- ☐ Buyer Plaintiff
☐ Debt Collection: Credit Card
☐ Debt Collection: Other _____
☐ Employment Dispute: Discrimination
☐ Employment Dispute: Other _____
☐ Other: _____

REAL PROPERTY

- ☐ Ejectment
☐ Eminent Domain/Condemnation
☐ Ground Rent
☐ Landlord/Tenant Dispute
☐ Mortgage Foreclosure: Residential
☐ Mortgage Foreclosure: Commercial
☐ Partition
☐ Quiet Title
☐ Other: _____

CIVIL APPEALS

- Administrative Agencies
☐ Board of Assessment
☐ Board of Elections
☐ Dept. of Transportation
☐ Statutory Appeal: Other _____

- ☐ Zoning Board
☐ Other: _____

MISCELLANEOUS

- ☐ Common Law/Statutory Arbitration
☐ Declaratory Judgment
☐ Mandamus
☐ Non-Domestic Relations
☐ Restraining Order
☐ Quo Warranto
☐ Replevin
☐ Other: _____

IN THE COURT OF COMMON PLEAS OF BLAIR COUNTY, PENNSYLVANIA

Civil Division

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

ASSESSMENT APPEAL MEDIATION SCHEDULING ORDER

AND NOW, this _____ day of _____ 20____, 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 _____ 20____ at ____:____ o'clock am/pm, Conference Room _____, Blair County Courthouse, 423 Allegheny Street, Hollidaysburg, PA.
4. Three copies of any evidence to be used in a hearing, including an appraisal of the subject property, if available, must be submitted 5 days prior to the scheduled mediation to Court Administration (423 Allegheny Street, Suite 239, Hollidaysburg, PA 16648; 814-693-3289 fax)

BY THE COURT;

Judge

IN THE COURT OF COMMON PLEAS OF
BLAIR COUNTY, PENNSYLVANIA

Appellant

Civil Division

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 _____ (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

Blair County Board of Assessment
Assessment Office
Blair County Courthouse
423 Allegheny Street, Ste 041
Hollidaysburg, PA 16648

IN THE COURT OF COMMON PLEAS
BLAIR COUNTY PENNSYLVANIA

Appellant

Vs

Case 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. 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
BLAIR COUNTY PENNSYLVANIA

Appellant

Vs

Case 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

For the County of Blair:
Lee Dellecker, Esquire
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 _____

By: (check one)
Certified Mail, return receipt requested _____
First Class mail, postage prepaid _____
Personal Service, hand delivered _____

For School Districts (see list for address):

For Municipalities (see list for address):

By: (check one)
Certified Mail, return receipt requested _____
First Class mail, postage prepaid _____
Personal Service, hand delivered _____

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
dheichel@blaircountypa.gov

For the County:

Lee Dellecker, Esq.
Weiss Burkardt Kramer, LLC
445 Fort Pitt Blvd, Suite 503
Pittsburgh, PA 15219
ldellecker@wbklegal.com

For School Districts:

7 of 8 School Districts:

Beard Legal Group
3366 Lynnwood Dr.
PO Box 1311
Altoona, PA 16603-1311
jdamebeck@beardlegallgroup.com

Hollidayburg Area School District:

Lee Dellecker, Esq.
Weiss Burkardt Kramer, LLC
445 Fort Pitt Blvd, Suite 503
Pittsburgh, PA 15219
ldellecker@wbklegal.com

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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Nathan Karn, Esq.
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Larry Lashinsky, Esq.
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Aimee Willett, Esq.
Patrick Fanelli, Esq.
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Daniel Stants, Esq.
Nathan Karn, Esq.
Aimee Willett, Esq.
Gerald Neugebauer Jr, Esq.

153 Lakemont Park Blvd., Altoona, PA 16602
PO Box 70, Altoona PA 16603
PO Box 70, Altoona PA 16603
PO Box 70, Altoona PA 16603
414 N. Logan Blvd., Altoona, PA 16602
401 Allegheny St., Hollidaysburg, PA 16648
PO Box 70, Altoona PA 16603
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401 Allegheny St., Hollidaysburg, PA 16648
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401 Allegheny St., Hollidaysburg, PA 16648
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414 N. Logan Blvd., Altoona, PA 16602
414 N. Logan Blvd., Altoona, PA 16602
401 Allegheny St., Hollidaysburg, PA 16648
107 Wayne St., Hollidaysburg, PA 16648
415 Wayne St., Hollidaysburg, PA 16648
415 Wayne St., Hollidaysburg, PA 16648
160 S. Montgomery St., Ste 3, Hollidaysburg, PA 16648
PO Box 70, Altoona PA 16603
PO Box 70, Altoona PA 16603
414 N. Logan Blvd., Altoona, PA 16602
401 Allegheny St., Hollidaysburg, PA 16648
160 S. Montgomery St., Ste 3, Hollidaysburg, PA 16648
219 S. Center St., Ebensburg PA 15931