



Commonwealth Court of Pennsylvania

Kristen W. Brown
Prothonotary
Michael Krimmel, Esq.
Chief Clerk of Commonwealth Court

Pennsylvania Judicial Center
601 Commonwealth Avenue, Suite 2100
P.O. Box 69185
Harrisburg, PA 17106-9185
www.pacourts.us

September 26, 2016

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SEP 27 2016

OFFICE OF OPEN RECORDS

Notice

RE: Burda, S. v. Judicial Conduct Bd (OOR)
Temporary Docket No.: 829 XX 2016
Agency Docket or Decision Number:

The Court has received your recent communication indicating your intention to appeal from a decision of the agency listed at the end of this notice. The Pennsylvania Rules of Appellate Procedure (Pa. R.A.P.) require that in order to perfect your appeal you must file a petition for review with this Court. This notice and the enclosed forms will provide important information about filing a petition for review; please read them and carefully follow all instructions.

The date of September 23, 2016 will be preserved as the date of filing your appeal. This is the date your communication indicating your intention to appeal was filed with this Court. **If this date is more than 30 days from the mailing date of the decision that you are appealing, your appeal may be dismissed because it is untimely.** Unless your perfected petition for review is filed and the filing fee (if any) is paid **within 30 days of the date of this notice**, the Court will take no further action in this matter. See Pa. R.A.P. 121, 1512, 1514; Commonwealth Court Internal Operating Procedures § 211.

A blank petition for review form is enclosed for you to complete and return to the Court. Also enclosed are a blank cover letter form and a blank certificate of service form. All pages of the enclosed forms must be completed legibly, signed, and returned to the Court as directed below.

The petition for review must include a general statement of objections to the order or other determination that you are appealing. See Pa. R.A.P. 1513.

Any time you file papers with the Court, including your petition for review and all subsequent filings, you must send a copy to all other parties and provide a certificate (proof) of service to the Court. In this case, you must send copies of your completed and signed petition for review (all pages) to 1) the agency, 2) the Attorney General of Pennsylvania, and 3) all other parties who participated before the agency. You may serve these copies by certified mail or personal delivery. A certificate of service, which states that you have served the other parties and the Attorney General, and lists the addresses that you used to serve the papers, must be attached to all papers that you file with the Court. See Pa. R.A.P. 121, 122, 1514(c).

Because this is an appellate court, its function is limited to reviewing the record made before the agency. The Court cannot consider any new evidence. The agency will send us the original record of your case. When the Court receives the original record, we will notify you when your brief is due. A brief is a written argument explaining your legal position. You will need to file four copies of your brief. Depending on the nature of your case, you also may need to file four copies of a reproduced record. See Pa. R.A.P.

Chapter 21.

Unless sealed by statute or court order, all dockets, filings, and orders and opinions of the Court in your case will be public records and subject to public inspection. The Court's public dockets are available on the Court's website and are searchable on-line. The Court's opinions, which generally include a summary of the case including the identity of the parties and the relevant factual background, also are available on the Court's website and searchable on-line. Generally, the Court will seal or restrict public access to dockets or opinions only upon motion and only for good cause.

The Pennsylvania Rules of Appellate Procedure (Pa. R.A.P.) and the Commonwealth Court Internal Operating Procedures are available in any county law library or online at <http://www.pacode.com/secure/data/210/210toc.html>. You may wish to consult with a lawyer. If you do not have a lawyer, you may wish to contact the bar association lawyer referral service or the legal aid service in your county. These services can provide you with information about hiring a lawyer, or may be able to provide you with information about agencies that may offer legal services to eligible persons at a reduced fee or no fee. If you have general questions about the information in this notice, you may go to the Court's web page at www.pacourts.us or call the Chief Clerk's Office at 717-255-1650. If you call, please have this notice handy and refer to the temporary docket number (XX) at the top of this notice. The Chief Clerk's Office cannot give you legal advice.

This is what you must file with this Court at the address below within 30 days of the date of this notice to perfect your appeal:

- (1) the original and one copy of your completed and signed **cover letter and petition for review** (use the enclosed forms and legibly complete all information on all pages);
- (2) the **certificate of service** signed by you, which states that you have sent a copy of the petition for review to the agency, the Attorney General, and all other parties, and lists the addresses that you used to send the petition for review (use the enclosed form and legibly complete all information);
- (3) a copy of the **agency decision** that you are appealing;
- (4) **a copy of this notice**; and
- (5) the **filing fee**, if any, shown below. The filing fee may be paid by check or money order payable to the Commonwealth Court of Pennsylvania.

Mailing address of the Court:

**Office of the Chief Clerk
Commonwealth Court of Pennsylvania
601 Commonwealth Avenue, Suite 2100
P.O. Box 69185
Harrisburg, PA 17106-9185**

Agency: Office of Open Records

Filing Fee: \$85.50

Enclosure

Service List

Addressed To: Steven Burda
1171 Thrush Lane
Audubon, PA 19403

Dena Lefkowitz
Chief Counsel
Office of Open Records
Commonwealth Keystone Building
400 North Street, Plaza Level
Harrisburg, PA 17120-0225
