

INSTRUCTIONS FOR ASSESSMENT APPEALS TO THE MONROE 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.
3. Complete the caption and all highlighted areas on the Appeal from Decision of the Monroe County Board of Assessment Revision for each property. Please date and sign the form and provide an accurate mailing address.
4. Attach a copy of the **Monroe County Board of Assessment Revision Decision Notice** to the Appeal.
5. Make five copies of the Appeal and Decision Notice, one for your records and one for each taxing body including the Monroe County Board of Assessment Revision, the solicitor for the County, the solicitor for the municipality, and the solicitor for the school district.
6. File the Cover Sheet, the **ORIGINAL** Appeal with Decision Notice and five (5) copies in the Monroe County Prothonotary's Office located in the Monroe County Courthouse at 610 Monroe Street, Suite 323, Stroudsburg, PA 18360 *within 30 days* from the date of the Decision Notice of the Monroe County Board of Assessment Revision. (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 \$132.50 must accompany your appeal. Acceptable forms of payment include cash or money order payable to Prothonotary of Monroe County.
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 certified mail or personal service.
11. File Certificate of Service with the Monroe County Prothonotary Office after providing notice to the Monroe County Board of Assessment Revision and other interested taxing bodies.

CHECKLIST

- _____ Completed civil cover sheet
- _____ Completed appeal form for each property with a copy of the Decision Notice attached (plus five copies)
- _____ Filing fee of \$132.50
- _____ Entry of Appearance as a Self-Represented Party (if not using an attorney)
- _____ Serve (via certified mail or personal service) copies to Board of Assessment Revision and other interested parties
- _____ File Certificate of Service