Commonwealth Court of Pennsylvania

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August 4, 2017

Simon Campbell
668 Stony Hill Road #298
Yardley, PA 19067

RE: Campbell, S. v. OOR (AOPC)
No. 793 CD 2017

Dear Simon Campbell:

Please be advised that the original record in the above-captioned matter has been filed with the Court.

Pursuant to Pa.R.A.P. 2185(a), the briefs and reproduced record (if required) are due in accordance with the following schedule:

Participant Role	Participant Name	Filing Type	Copies	Due Date
Petitioner	Campbell, Simon	Brief	4	09/13/2017
Petitioner	Campbell, Simon	Reproduced Record	4	09/13/2017

Appellee/Respondent's brief shall be served and filed within 30 days after service of the appellant/petitioner's brief. The appellant/petitioner's brief shall be filed along with the reproduced record, unless excused or delay is authorized in accordance with Pa. R.A.P. 2151(d) or 2154(b). A party proceeding in forma pauperis is not required to file a reproduced record. All briefs and reproduced records must be filed with a proof of service.

Each party must serve two copies of its brief (one copy if proceeding in forma pauperis) on every other party separately represented.

Filing may be accomplished by filing the specified number of copies in the Court's filing office , or by electronic filing via the PACFile appellate court electronic filing system (with the subsequent submission of the required paper version and copies). All documents must comply with the general requirements of Pa. R.A.P. 124, but the specific requirements for how filing is accomplished and what must be submitted may differ depending on whether filing is done by paper or electronically.

Chapter 21 of the Pennsylvania Rules of Appellate Procedure governs briefs and reproducec records generally. In particular, Pa. R.A.P. 2111 governs the content of appellant/petitioner's brief, and requires that a copy of the lower court or agency opinion be appended to the brief. Pa R.A.P. 2135 governs the length of briefs and the certificate of compliance with the applicable word count limit. These rules will be strictly enforced and no briefs will be accepted for filing that do not comply with all applicable requirements.

If this is a cross appeal, see Pa. R.A.P. 2136 to determine which party is considered the

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appellant/respondent for the purpose of establishing the briefing schedule.

For more information, see the Court's web page at http://www.pacourts.us/courts/commonwealth-court/.

Commonwealth Court Filing Office

Instructions on Brief Preparation for Pro Se Parties (Parties Without an Attorney)

Read and follow the instructions below. If your brief does not fully comply with the Rules of Appellate Procedure as outlined in these instructions, your appeal may be dismissed.

If you are proceeding In Forma Pauperis or if you are a Claimant appealing a decision of the Unemployment Compensation Board of Review, you do not need to file a Reproduced Record. You must however, file **four** (4) copies of your Brief with the court and serve one copy on ALL other parties.

Appellate Brief

Your Brief MUST contain the following items or information:

1. All pages must be numbered.

2. A Table of Contents

3. A Statement of Jurisdiction on one page (Pa. R.A.P. 2114)

   If you are appealing from an order of a State Agency such as the Unemployment Compensation Board of Review, Department of Human Services, etc. the Statement of Jurisdiction should read:

   " The Commonwealth Court has jurisdiction of this matter pursuant to Section 763 of the Judicial Code, 42 Pa. C.S. § 763"

   If you are appealing from an order of a Court of Common Pleas, the Statement of Jurisdiction should read:

   "The Commonwealth Court has jurisdiction of this matter pursuant to Section 762 of the Judicial Code, 42 Pa. C.S. § 762"

4. Statement of both the Scope and the Standard of Review (Pa. R.A.P. 2111)

"This Court's review of _____'s order/decision is limited to determining whether constitutional rights were violated, whether an error of law was committed and whether the findings of fact are supported by substantial evidence in the record. Review of the findings of fact is limited to the question of whether the Board's findings are adequately supported by the evidence as a whole; credibility is solely as issue for the finder of fact. Findings of fact will be overturned only if they are arbitrary and capricious."

5. On the next separate page, put the text of the order you are appealing (Pa. R.A.P. 2115). Repeat word for word the text of the order.

6. Statement of Questions involved (Pa. R.A.P. 2116):

   This statement of Questions Involved may not be longer than one (1) page. The questions should be briefly stated in general terms to show the legal principals you wish the Court to consider in acting upon your appeal. After each question state how the Trial Court or Agency who's order you are appealing answered the question. If you fail to include a statement of questions involved or to clearly state the questions, the Court may dismiss your appeal or refuse to address your questions.

7. Statement of the Case (Pa. R.A.P. 2117):

The Statement of the Case is a brief factual and procedural history of the case. This brief outline will help the Court to understand the background of the case.

8. Summary of Argument (Pa. R.A.P. 2118):

   The Summary of Argument should be one (1) page and should briefly state your position.

9. Argument (Pa. R.A.P. 2119):

This section is where you state why you think the Trial Court/ Agency order is wrong. You should include any citations to legal authority that supports your position and refer to any parts of the record that supports your position. (If you are filing a Reproduced Record, refer to the specific pages of it. If you are not filing a Reproduced Record, then refer to the pages of the documents in the Certified Record).

10. A conclusion clearly stating what you want the Court to do.

11. Attach a copy of the Trial Court or Agency opinion and any other order and opinion in this matter that you appealed at the end of the Brief.

12. Your Brief should be no longer than 70 pages using 14 point font size, double spaced with 1" side margins.

13. Your Brief and Reproduced Record (if required), except for the original, must be bound on the left side with any staples covered.

14. Covers (Pa. R.A.P. 2172):

The name of the Court, docket number, caption of the case and title "Brief of Appellant/Petitioner" or Appellee/Respondent" should appear on the cover.

15. Certificate of Service (Pa. R.A.P. 122):

The Certificate of Service shall contain a statement of the date and manner of service and the names and addresses of the persons served.

REPRODUCED RECORD
(See Pa. R.A.P. 2151 through 2176)

If you are not proceeding In Forma Pauperis, you must prepare a Reproduced Record (4 Copies). It must be filed with your brief and contain the following items:

1. The relevant docket entries.

2. Any relevant portion of pleadings or papers filed with the lower Court or Agency.

3. Any part of the record that you may wish to direct the Court's attention to.

You may not include items in the Reproduced Record that are not in the Original Record.

For further information regarding preparation of your brief and reproduced record, please refer to Chapter 21 of the Pa. Rules of Appellate Procedure. These rules are available at your local county law library or on line. You are reminded again that failure to comply with the Rules of Appellate Procedure may result in the dismissal of your appeal.