

## **DIRECTIONS FOR MOTION TO RELEASE FUNDS**

### **Page 1:**

Fill in case caption and case number. That information can be obtained from the Prothonotary's Office.

### **Page 2:**

Fill in case caption and case number.

Fill in blanks for paragraph 1 indicating the type of case.

Circle the appropriate word or phrase highlighted by bold print in paragraphs 2 and 3.

Sign and fill in blanks at bottom of page.

### **Page 3:**

Fill in your name and then sign at two places.

After completing form, make two copies for a total of three. Submit in our office along with two self-addressed stamped envelopes: one to you, one to the other side. We will forward to Court Administration for signature by a judge then notify you by mail using the envelopes provided.

Plaintiff : IN THE COURT OF COMMON PLEAS OF  
vs. : LEBANON COUNTY, PENNSYLVANIA  
Defendant :  
: CIVIL ACTION – LAW  
: ACTION NO.  
:

**ORDER OF COURT**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, it is hereby ORDERD that the Lebanon County Prothonotary shall release the funds now being held in the above case to **Plaintiff/Defendant**.

BY THE COURT:

\_\_\_\_\_,J.

Plaintiff : IN THE COURT OF COMMON PLEAS OF  
vs. : LEBANON COUNTY, PENNSYLVANIA  
Defendant : CIVIL ACTION – LAW  
: ACTION NO.  
:

**MOTION TO RELEASE ESCROWED FUNDS**

AND NOW, comes the Plaintiff/Defendant and respectfully represents as follows:

1. This is a \_\_\_\_\_ case which arises from \_\_\_\_\_  
\_\_\_\_\_.
2. During the pendency of these proceedings, **Plaintiff/Defendant** has made payments into an escrow account maintained by the Prothonotary.
3. **Plaintiff/Defendant** seeks to obtain the money deposited into this escrow account **during the pendency of this matter/as the matter has now concluded.**

WHEREFORE, Plaintiff requests an order of court directing the Prothonotary to release to **Plaintiff/Defendant** the funds currently held in escrow.

Respectfully submitted,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**VERIFICATION**

I, \_\_\_\_\_, aver that the facts set forth in this Motion are true and correct to the best of my personal knowledge or information and belief, and are made subject to the penalties of unsworn falsification to authorities under 18 Pa.C.S. § 4904.

Signature: \_\_\_\_\_

**CERTIFICATE OF COMPLIANCE**

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

Signature: \_\_\_\_\_