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STATE OF PENNSYLVANIA

ENROLLMENT OF FOREIGN JUDGMENT

Uniform Enforcement of Foreign Judgment Act

Control Number - PA-EFJ - 01

This packet contains the following:

1. Instructions;
2. Forms; and
3. Access to Law Summary.

NOTES ON COMPLETING THESE FORMS

The form(s) in this packet contain “form fields” created using Microsoft Word. “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

It is also helpful to be able to see the location of the form fields. Go to the View menu, click on Toolbars, and then select Forms. This will open the forms toolbar. Look for the button on the forms toolbar that resembles a “shaded letter ‘a’”. Click in this button and the form fields will be visible.

In order to use the form fields properly, it is necessary to “lock or protect” the document. If you wish to make any changes in the body of the form, it is necessary for you “unlock” or “unprotect” the form.

This is done by clicking on “Tools” in the Menu bar and then selecting “unprotect document”. You may then be prompted to enter a password. If so, the password is “uslf”. That is uslf **in lower case letters without the quotation marks**.

It is very important to understand that, once the document is unprotected, any data entered in the form fields will be lost when the document is again protected. If changes are necessary, unlock the document, using the password “uslf” if necessary, and make any changes that you feel are required. Then protect the document once again.

After any required changes and re-protecting the document, click on the first form field and enter the required information. You will be able to navigate through the document from form field to form field using your tab key. Tab to a form field and insert your data. Inserting data will result in the default line disappearing. You will have sufficient space to enter any required information.

DISCLAIMER

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ENROLLMENT OF A FOREIGN JUDGMENT

A foreign judgment is a judgment entered by a court other than the court of the state where the judgment is sought to be enrolled. Enrolling a judgment allows the judgment creditor or person holding the judgment to enforce it in the state of enrollment and the enrollment creates a judgment lien against the property of the Judgment Debtor.

Requirements:

1. The Judgment must be a final judgment.
2. The Judgment must be "certified pursuant to acts of congress" or "triple-sealed". This means that a judge of a court of record must authenticate the order or abstract, the clerk of court must authenticate the judge's authentication as genuinely that of a judge of a court of record, and a judge must authenticate the clerk as clerk.
3. Execute an Affidavit in Support of Request to Enroll Foreign Judgment [Form One], a Request for Enrollment with Judgment attached as Exhibit A [Form Two] and Notice of Enrollment [Form Three].
4. Using the enclosed Cover Letter, send Affidavit in Support of Request to Enroll Foreign Judgment [Form One], a Request for Enrollment with Judgment attached as Exhibit A [Form Two] and Notice of Enrollment [Form Three] to the clerk of the court where the judgment is sought to be enrolled.
5. Mail a copy of the Notice of Enrollment to the judgment debtor.

The judgment becomes a final judgment of that court when recorded in the Office of the Clerk, and can be readily transferred from one county to another as the final judgment of the enrolling court.

See 28 U.S.C. §1738 for statutory requirements for orders which must be extended full faith and credit. States may give full faith and credit without the documentary requirements but they must give full faith and credit if the requirements are met.

Enrollment of a foreign judgment in the State of Pennsylvania is controlled by the Uniform Enforcement of Foreign Judgments Act, Pennsylvania Code, Title 42, Chapter 43, § 4306.

A Law Summary is available and can be printed for your State. To do so, go to where you located this package and select the Law Summary link under the form title and print. Review the Law Summary before beginning the process of completing the forms.

Date

Return Name and Address

(Name and address of Clerk of Court)

Re: [style of case]

Dear Sir or Madam:

Enclosed for filing is a Notice of Enrollment of Foreign Judgment and Request For Enrollment of Foreign Judgment pursuant to the Uniform Enforcement of Foreign Judgment's Act. A filing fee of \$_____ is also enclosed. Please return a filed copy to me.

Please advise if you need anything further at this time.

With kindest regards, I am

Sincerely yours,

Print or Type Name

Enclosures

**IN THE COURT OF COMMON PLEAS OF
COUNTY, PENNSYLVANIA**

)	_____ DIVISION
_____)	
)	
Vs.)	
)	
)	DOCKET NO. _____
_____)	
)	
)	

**AFFIDAVIT IN SUPPORT OF REQUEST
FOR ENROLLMENT OF FOREIGN JUDGMENT**

STATE OF _____

COUNTY OF _____

PERSONALLY CAME AND APPEARED BEFORE ME the undersigned authority, the within named _____, Affiant, who states upon his oath that he/she is _____ [PLAINTIFF OR ATTORNEY FOR PLAINTIFF], and further states in accordance with the Pennsylvania Uniform Enforcement of Foreign Judgments Act that the Social Security Number of the Judgment Debtor is _____ [if known] and the last known address of the Judgment Debtor _____ is:

City, State and Zip Code

The complete name and last known address of the Judgment Creditor (Plaintiff) is:

City, State and Zip Code

Affiant further states that the Judgment is final, and remains unsatisfied, in [whole or part], that the balance of the Judgment which remains unpaid is \$_____ and that there is no contest of the judgment pending.

Plaintiff or Attorney for Plaintiff

STATE OF PENNSYLVANIA

COUNTY OF _____

On this, the _____ day of _____, 20_____, before me _____, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name _____ subscribed to the within instrument, and acknowledged that _____ (he/she/they) executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Notary Public

Type/Print Name

My Commission Expires: _____

**IN THE COURT OF COMMON PLEAS OF
COUNTY, PENNSYLVANIA**

)	_____ DIVISION
)	
_____)	
)	
Vs.)	
)	
)	DOCKET NO. _____
)	
_____)	
)	
)	
)	

REQUEST FOR ENROLLMENT OF FOREIGN JUDGMENT

Pursuant to the Pennsylvania Uniform Enforcement of Foreign Judgment's Act you are hereby requested to enroll an Agreed Judgment entered on the _____ day of _____, _____ by the _____ Court of _____ County, State of _____, Cause No. _____ in favor of _____ against _____ in the amount of \$_____, plus attorneys fees of \$_____. The judgment has been authenticated according to acts of Congress and in accordance with the Act as indicated by the attached Exhibit "A".

DATED this the _____ day of _____, 20_____.

[Name of Plaintiff or Attorney for Plaintiff]

CERTIFICATE OF SERVICE

This is to certify that I, _____ [Name of Plaintiff or attorney for Plaintiff], have forwarded this date a true and correct copy of the above and foregoing document, by U.S. Mail, postage fully prepaid, to:

Mail, postage fully prepaid, to:

Name of Judgment Debtor/Defendant _____
Address _____
City, State, Zip _____

Name of Clerk _____
Address _____
City, State, Zip _____

This the _____ day of _____, 20____.

[Name of Plaintiff or Attorney for Plaintiff]

**IN THE COURT OF COMMON PLEAS OF
COUNTY, PENNSYLVANIA**

)	_____ DIVISION
)	
_____)	
)	
Vs.)	
)	
)	DOCKET NO. _____
)	
_____)	
)	
)	
)	

NOTICE OF ENROLLMENT OF FOREIGN JUDGMENT

Pursuant to the provisions of the Pennsylvania Uniform Enforcement of Foreign Judgment's Act, notice is hereby given that a Judgment entered on the _____ day of _____, 20____ by the _____ Court of _____ County, _____, Case No. _____ in favor of _____ and against _____ in the amount of \$_____, plus attorneys fees in the amount of \$_____ which was enrolled in the Circuit Court of _____ County, _____ on the _____ day of _____, 20_____.

If this Judgment is not paid, execution of same may be commenced within 30 days of the date of filing.

DATED this the _____ day of _____, 20_____.

Plaintiff or Attorney for Plaintiff

CERTIFICATE OF SERVICE

This is to certify that I, _____ [Name of Plaintiff
or attorney for Plaintiff], have forwarded this date a true and correct copy of the above
and foregoing document, by U.S. Mail, postage fully prepaid, to:

Name of Judgment Debtor/Defendant _____
Address _____
City, State, Zip _____

Name of Clerk _____
Address _____
City, State, Zip _____

This the _____ day of _____, 20_____.

[Name of Plaintiff or Attorney for Plaintiff]