



Superior Court of Pennsylvania

Middle District

Benjamin D. Kohler, Esq.
Prothonotary
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Deputy Prothonotary

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RECORDS DIVISION
2024-10-07
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October 7, 2024

Mauri B. Kelly
Clerk of Judicial Records
Lackawanna County Courthouse
123 Wyoming Avenue, 1st Floor
Scranton, PA 18503

RE: Philip Godlewski
Appellant

v.

Chris Kelly, Times Shamrock Communications, Scranton Times, LP and Larry Holvera
1440 MDA 2024
Trial Court Docket No: 2021-CV-2195

Dear Mauri B. Kelly:

Enclosed please find a copy of the docket for the above appeal that was recently filed in the Superior Court. Kindly review the information on this docket.

RESPONSIBILITIES OF COUNSEL AND LITIGANTS

- * **Update Contact Information:** It is incumbent upon all counsel and self-represented parties to provide updated contact information to this office throughout the pendency of this appeal. Counsel must apprise this office in writing if they change practice affiliations, office locations, mailing addresses, telephone numbers, or email addresses. Self-represented parties must update this office if they change mailing addresses or telephone numbers. We are unable to deliver official notifications in the absence of current contact information.
- * **File a Docketing Statement:** Pursuant to Pa.R.A.P. 3517, all appellants are required to complete and file a Docketing Statement. See Pa.R.A.P. 3517. For appellants, a Docketing Statement form accompanies this letter. Self-represented appellants are required to complete and file this form with this Office. If a party is represented by counsel, the docketing statement is sent to counsel, who will complete and submit the form on their behalf.
- * **Ensure that the Record is Adequate for Review:** Pursuant to Pa.R.A.P.1921, the party raising an issue is vested with ultimate responsibility to ensure that the record is complete on the issue raised to enable comprehensive appellate review of that issue. See Pa.R.A.P. 1921, Note. This responsibility extends to ordering the trial transcript, see Pa.R.A.P. 1911(a), Pa.R.J.A. 4007, and ensuring the filing of relevant exhibits, see Pa.R.A.P.1921, Note. Parties who fail to ensure the adequacy of the record for appellate review risk waiver of the related issues at the discretion of the merits panel, see id.; see also Pa.R.A.P. 1911(d).

RESPONSIBILITIES OF THE TRIAL COURT CLERK

* **Ensure the Compilation and Transmission of the Record:** Pursuant to Pa.R.A.P. 1931(c), the trial court clerk is vested with the responsibility to compile, certify, and transmit the record on appeal. See Pa.R.A.P. 1931(c); see also *Commonwealth v. Williams*, 715 A.2d 1101 (Pa. 1998) ("The fundamental tool for appellate review is the official record of what happened at trial, and appellate courts are limited to considering only those facts that have been duly certified in the record on appeal."). Transmission of the certified record shall occur within 60 days of the date of filing of the Notice of Appeal--30 days for Children's Fast Track cases. See Pa.R.A.P. 1931(a) (1), (2). The record shall include the transcript of proceedings and shall be accompanied by any documentary exhibits necessary for determination of the appeal. See Pa.R.A.P. 1921, 1931(a) (1). Physical exhibits may not be sent except at the request of this Office. See *id.*

* **Include a Record Inventory:** Pursuant to Pa.R.A.P. 1931(c), the clerk of the trial court is required to number the contents of the record sequentially by filing and to include a corresponding record inventory designating the contents of the record by name and number. See Pa.R.A.P. 1931(c). This requirement is separate and apart from the requirement that the clerk provide a list of record documents to counsel and does not substitute for it. See Pa.R.A.P. 1931(d).

* **Serve a List of Record Documents on Counsel:** Pursuant to Pa.R.A.P. 1931(d), the clerk of the trial court shall mail a list of record documents to counsel to assist counsel in determining whether the record is, in fact, complete. See Pa.R.A.P. 1931(d). This requirement is separate and apart from the requirement of Pa.R.A.P. 1931(c), that the clerk provide a numbered record inventory with the certified record as transmitted to this Office and does not substitute for it. See *id.*

All participants in the appellate process are responsible to follow the procedures listed above. Although this list is a convenient reference, it is not intended to be comprehensive and does not substitute for the Rules of Appellate Procedure. All participants remain constrained to follow the Rules as written.

Please note that Superior Court Dockets are available at the website address printed at the top of this page. Thank you.

Respectfully,

Lili A. Hagenbuch, Esq.
Deputy Prothonotary

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Enclosure

Appeal Docket Sheet

Docket Number: 1440 MDA 2024

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CAPTION

Philip Godlewski
Appellant

v.

Chris Kelly, Times Shamrock Communications, Scranton Times, LP and Larry Holvera

CASE INFORMATION

Initiating Document: Notice of Appeal

Case Status: Active

Case Processing Status: October 7, 2024 Awaiting Original Record

Journal Number:

Case Category: Civil Case Type(s): Civil Action Law

CONSOLIDATED CASES

RELATED CASES

SCHEDULED EVENT

Next Event Type: Receive Docketing Statement

Next Event Due Date: October 21, 2024

Next Event Type: Original Record Received

Next Event Due Date: December 2, 2024

COUNSEL INFORMATION

Appellant Godlewski, Philip

Pro Se: No Appoint Counsel Status: Represented

IFP Status: No

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Appeal Docket Sheet

Docket Number: 1440 MDA 2024

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October 7, 2024

Filed Date	Docket Entry / Representing	Participant Type	Filed By
October 7, 2024	Notice of Appeal Docketed	Appellant	Godlewski, Philip
October 7, 2024	Docketing Statement Exited (Civil)		Hagenbuch, Lili A.