

Guide: Filing a Tax Assessment Appeal in Allegheny County Online

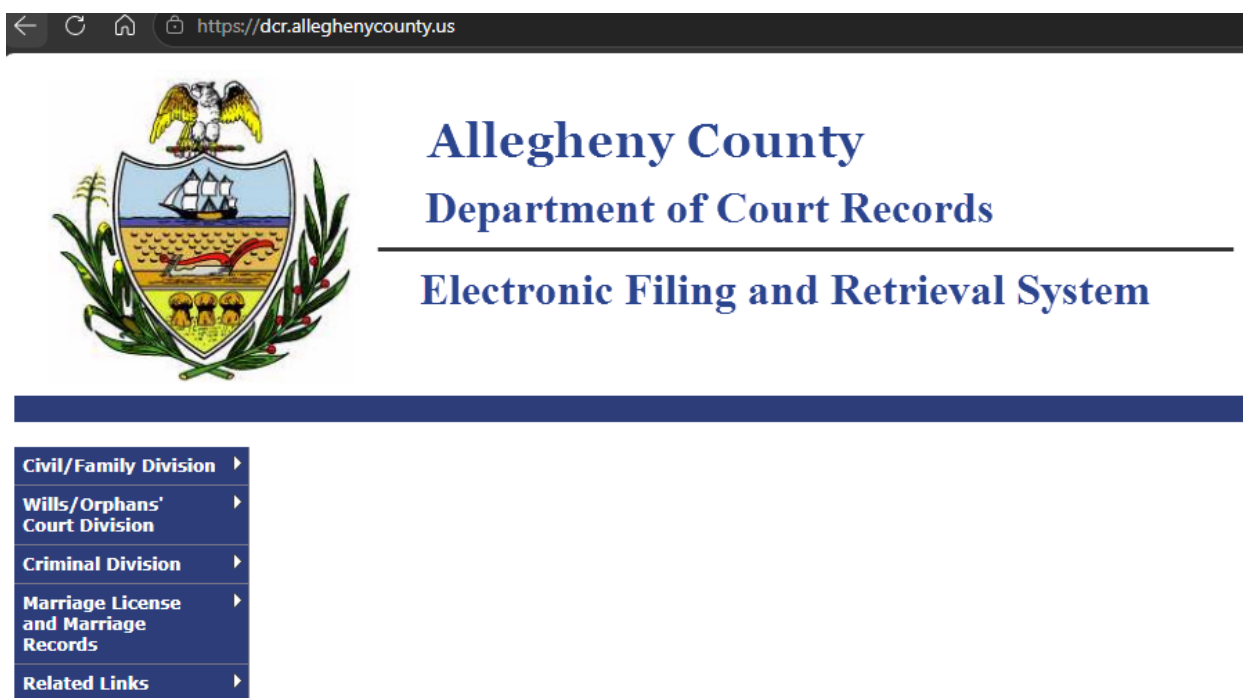
Step-by-Step Guide for Online Tax Assessment Appeal Submission

Introduction

This manual provides detailed instructions for filing a tax assessment appeal with Allegheny County using the Department of Court Records e-filing website. Follow these steps to ensure your appeal is submitted accurately and efficiently.

Step 1: Access the E-Filing Website

1. Open your preferred web browser.
2. Navigate to the [Allegheny County Department of Court Records e-filing site](https://dcr.alleghenycounty.us/)
<https://dcr.alleghenycounty.us/>



Step 2: Create or Log In to Your Account

1. If you are a new user, click on "Register" and fill out the required information, including your name, email address, and contact details.

Registration Form

This registration will register you in Wills/Orphans' Court,
Civil/Family, and Marriage License and Records Systems

Already Registered?

[DCR Home](#)

[Civil Login](#)

[Marriage Login](#)

[Wills Login](#)

*** Required Information**

☐ Please check here if you have a Pennsylvania Attorney ID number

User ID *

User ID

Non-attorney users cannot have fully numeric User IDs.

Primary E-Mail *

The primary email address must be a valid address to which you have access.

When you sign in to your account, we may ask you to verify your primary email address.

Confirm E-Mail *

Re-Type E-mail

Last Name *

Last Name

First Name *

First Name

Middle Initial

Password *

Password

✖

Password Policy

- At least 8 characters in length
- No spaces
- Password is case sensitive
- Should contain :
 - o At least one Uppercase Letter (A-Z)
 - o At least one Number (0-9)
 - o At least one Symbol (@%+!#\$^?[]{}~-._)
 - o Lowercase Letters (a-z)

Confirm Password *

Confirm Password

✖

4 Digit Identifier *

(1234)

This 4 digit identifier will be required to reset your passwords.

Phone *

1234567890

Address *

Enter Address

(Optional)

City *

Please Enter City

State *

- Select State -

▼

Zip Code *

Enter Zip

[Sign Up](#)

- If you already have an account, click "Log In" and enter your username and password.

Login

New users [Click here to Register](#)

User ID
test

Password
Password
Password is case sensitive

Sign on to another service
Search/Credit Card

Security Check

Enter Value Shown In Image

Login

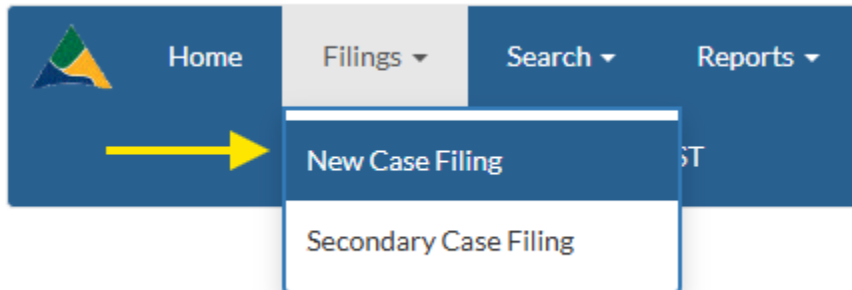
Forgot User ID or Password?
If you have problems Logging in, please email
civil@allegheymcountyus (Civil/Family) or wo@allegheymcountyus (Wills/Orphans' Court)

Before submitting your tax assessment appeal electronically to the Civil/Family Division, please note the following:

- You must have previously filed your appeal with the Office of Property Assessment and received a disposition letter; you are now appealing their decision.
- Your appeal must be filed within 30 days from the date indicated on the disposition letter.
- A payment of \$135.25 for this appeal is required and may be made via Mastercard, Visa, Discover, or American Express through a secure online transaction.
- Please ensure that all instructions are carefully followed. All property owners must be included in the filing.
- Upon successful submission of your case, you will receive your new case number by email (e.g., BV-01-000001) along with a receipt for your payment. It is important to retain your case number.
- After obtaining your case number, you are required to notify the Office of Property Assessment, Allegheny County, your municipality, and your school district within seven days of filing your appeal using first-class mail. Addresses for your municipality and school district can be found on the case docket associated with your BV number. Proof of Service for these notifications must also be filed with the Civil/Family Division's Office (mail your proof of service to: Allegheny County Civil/Family Division, 1st Floor, City-County Building, Pittsburgh, PA 15219).
- The Court of Common Pleas will notify you of your hearing date regarding the appeal.

Step 3: Locate the Tax Assessment Appeal Section

1. Once logged in, look for the "File New Case" or "New Filing" option on the dashboard.



2. Select "Tax Assessment Appeal" from the list of available case types.

A screenshot of a web application showing a progress bar at the top with six steps: 1. Filing, 2. Parties, 3. Pleadings, 4. Review, 5. Payment, and 6. Confirmation. Below the progress bar is a form titled 'Initial Case Filing'. The form contains several fields with red asterisks indicating required information. The first field is 'Prose Login' with two radio button options: 'I am representing myself' (selected) and 'Attorney ID'. Below this is the 'Court Type' dropdown menu, which is highlighted with a yellow arrow and shows 'Tax Assessment Appeal Docket' as the selected option. Other dropdown menus include 'Case Type' (selected: 'Tax Assessment Appeal'), 'Property Type' (selected: 'RESIDENTIAL'), 'What did the original appeal to the Board of Property Assessment request?' (selected: 'RAISE'), 'What Party is filing this Tax Assessment Appeal?' (selected: 'Property Owner'), and 'Who filed the original appeal to the Board of Property Assessment?' (selected: 'Property Owner'). At the bottom of the form are three buttons: 'Cancel Filing' (red), 'Save and Resume Later' (blue), and 'Proceed' (blue).

Step 4: Complete the Appeal Form

1. Fill out the required fields, including property address, parcel number, and your contact information.

2. Review the form for accuracy before proceeding.

1 Filing

2 Parties

3 Property Entry

4 Review

5 Payment

6 Confirmation

Adding Parties

Temporary Case ID: TMP63523
Case Desc: Case Description

Edit	Last Name/Company Name	First Name	Middle Name	Party Type	Address	Phone No	Alias	Delete
	Pro Se	SR		Attorney				

Please enter the Property Owner or Owners.

PersonCompany

Person Party Information

* Last Name

Doe

* First Name

John

Middle Name

Middle Name (Optional)

SSN(Social Security Number)

1000

XX

10000

Show SSN ☐

Language Interpreter Required

--Select Language Type--

Sign Language Interpreter Required

☐

Deaf Interpreter Required

☐

Suffix

Suffix

Prefix

Prefix

* Address Type

Mailing

Address

414 Grant Street

Optional

City

Pittsburgh

State

Pennsylvania

Country

United States of

Zip

15219

Phone

123-456-7890

Date of Birth

Enter Date MM/DD/YYYY

Add Party

1 Filing

2 Parties

3 Property Entry

4 Review

5 Payment

6 Confirmation

Property Entry

Temporary Case ID: TMP63523
Case Desc: vs

Municipality	Ward	Block/Lot	Property Description	Delete
Aleppo Township				

Municipality: Aleppo Township

School-District: Quaker Valley School District

☐ Check this if you don't know the Block/Lot No.

Block/Lot: 123 A 123 Tiebreaker: 0001 01

Property Address/Description: 123 TEST STREET

AddClear

Save and Resume LaterProceed

Step 5: Pay the Filing Fee

1. After completing the form, the site will prompt you to pay the filing fee.
2. Enter payment details and confirm the transaction.

Step 6: Submit Your Appeal

1. Click the "Submit" button to finalize your appeal.

2. You will receive a confirmation screen and an email receipt with your filing details and a submission number.
3. Mail any supporting documents, such as your assessment notice or evidence supporting your appeal to **Department of Court Records, Civil/Family Division** City-County Building, 414 Grant Street, First Floor, Pittsburgh, PA 15219-2469.

Step 7: Case Number

1. The Department of Court records will review the filing and assign a case Number
2. You will receive a confirmation email receipt with your filing details and a case number.

Step 8: Track Your Appeal Status

1. Return to your account dashboard to view the status of your appeal.
2. Check for updates, hearing dates, or additional instructions from the court.

Additional Tips

- Ensure all information is accurate before submitting.
- Keep copies of all documents and confirmation emails for your records.
- If you encounter issues, contact the Department of Court Records support team for assistance along with your submission/case number.

Following these steps will help you successfully file a tax assessment appeal with Allegheny County using the Department of Court Records e-filing system. Be sure to file before the appeal deadline and monitor your case for updates.