

**IN THE COURT OF COMMON PLEAS  
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA**

**RETURN OF PROPERTY**

TO THE PETITIONER:

SAVE THIS INFORMATION UNTIL FINAL DISPOSITION OF YOUR PETITION.

1. IT IS YOUR RESPONSIBILITY as a petitioner to file this Petition properly. You will need a copy of the Police Property Receipt, Case Number, Police Photo Number, and case disposition. When your property was seized by the Police Department, a Property Receipt was issued to you. For each property receipt, you must file a separate petition.
2. Your Petition needs to be notarized, and a filing fee of \$12.50 (case or money order) must be paid. You should make at least two (2) copies of the Petition.
3. You should file the original Petition and copies in Room 206 of the Criminal Justice Center. The Motions Clerk will list the Petition for a status listing at 9:00 A.M. in courtroom 478 City Hall within thirty (30) days. The District Attorney's Office will investigate the facts of your case.
4. You may represent yourself or you may hire an attorney to represent you at the status listing. An Attorney will not be appointed for you, nor will the hearing be continued for you to get a lawyer. If you fail to appear at the conference listing, your petition will be dismissed and your property forfeited to the Commonwealth. You are the responsible moving party in this petition, so be prepared to move forward.
5. If your Petition is granted by the Judge, you will receive a Short Certificate from the Court Clerk or Trial Commissioner, or you may be sent to Room 206 of the Criminal Justice Center for a Certified Copy of the Order and Petition.
6. With the paperwork, proceed to the Police Evidence Unit in Room 715 of City Hall, where your Property may be returned to you or further instructions will be given to you. The Police Evidence Unit will require proper identification, such as a Driver's License, Birth Certificate, Employment Identification Card, or similar substantial identification. If the property is a vehicle, the storage Fees are stopped at the time of filing.

IN THE COURT OF COMMON PLEAS  
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

PETITIONER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

VEHICLE IDENTIFICATION NUMBER \_\_\_\_\_

COMMONWEALTH OF PENNSYLVANIA : CASE NUMBER: \_\_\_\_\_  
EX REL. \_\_\_\_\_

(Name of Party in the Court)

VS. : Police Photo#: \_\_\_\_\_

PHILADELPHIA POLICE DEPARTMENT  
POLICE COMMISSIONER : Motions No: \_\_\_\_\_

ORDER

AND NOW, to wit, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
upon consideration of the within Petition, it is hereby ORDERED AND DECREED that the property  
\_\_\_\_\_, listed on Property Receipt No. \_\_\_\_\_  
be returned to the above named Petitioner forthwith.

BY THE COURT:

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

COMMONWEALTH OF PENNSYLVANIA : CASE NUMBER: \_\_\_\_\_

EX REL. \_\_\_\_\_ :

(Name of Party in the Court Case) : POLICE PHOTO NO. \_\_\_\_\_

VS.

PHILADELPHIA POLICE DEPARTMENT :

POLICE COMMISSIONER : MOTIONS NO. \_\_\_\_\_

**PETITION FOR RETURN OF PROPERTY**

TO THE HONORABLE JUDGE OF THE COURT:

Petitioner, \_\_\_\_\_ represents the following:

1. On \_\_\_\_\_, 20\_\_\_\_\_, at the location of \_\_\_\_\_  
\_\_\_\_\_, the Philadelphia Police seized \_\_\_\_\_  
\_\_\_\_\_, and placed the property on Property Receipt No.  
\_\_\_\_\_.
2. The arresting officer was \_\_\_\_\_.  
Badge No. \_\_\_\_\_, of the \_\_\_\_\_ District.
3. The Philadelphia Police arrested \_\_\_\_\_  
and charged that person with \_\_\_\_\_
4. The current status of the case \_\_\_\_\_
5. Petitioner is the lawful owner of the seized property.
6. The Petitioner did not give consent to use this property in any illegal activity, nor did the  
Petitioner have any knowledge of any illegal activity.

WHEREFORE, your Petitioner respectfully requests that this Honorable Court orders the return of the  
Petitioner's seized property.

Respectfully Submitted,

\_\_\_\_\_  
Petitioner's Signature

**NOTARIZED STATEMENT**

\_\_\_\_\_, being duly sworn according to law, deposes and says  
(Petitioner's Name)

that the foregoing is true and correct to the best of the Petitioner's knowledge, information, and belief.

\_\_\_\_\_  
Petitioner's Signature

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_\_\_\_.

In so far as Petitioner's property has previously been forfeited to the Commonwealth, apply the Return of Property filing fee for a Motion to Vacate.

\_\_\_\_\_  
Trial Commissioner