



**Office of Judicial Records - Civil
First Judicial District of Pennsylvania**

Informational Guide for the Office of Judicial Records – Civil Fee Schedule

There are fees to file certain documents with the court. These costs vary from the type of document, or pleading, in which you are filing. Some court filing costs may be in the hundreds of dollars. *See the Informational Guide for the Office of Judicial Records - Civil Fee Schedule (add URL) and the [Office of Judicial Records Fee Schedule \(https://www.courts.phila.gov/pdf/prothyfees.pdf\)](https://www.courts.phila.gov/pdf/prothyfees.pdf).*

If you cannot afford to pay these fees, you will need to complete the [Petition to Proceed In Forma Pauperis \(https://www.courts.phila.gov/s/IFP\)](https://www.courts.phila.gov/s/IFP). The Petition to Proceed In Forma Pauperis must be filed at the same time as you are filing the document that requires a fee.

- All blanks and questions must be filled in or answered clearly.
- Dollar amounts must be clearly stated where requested.
- You will be asked for your income and expense statements.
- Service of this petition must be served on the opposing party or opposing party's attorney.
See Service of Filings Form in the Civil Filing Center, Room 296, City Hall.

The court may require that you appear in person for a hearing, or a judge may decide based upon the information you provide on the form.

Your petition may be dismissed or denied for failure to properly complete all information. If your petition is dismissed or denied, no further action may be taken until the filing fees are paid. You have ten (10) days after the notice of the dismissal or denial order to come to the Civil Filing Center, City Hall, Room 296 to pay the filing fees. The Office of Judicial Records may enter a judgment of non pros, strike a pleading, or strike an appeal if the filings fees are not paid.

Please note: All forms and guides referenced in this document are available in the Civil Filing Center, Room 296, City Hall.