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Instructions for Completing Motions Filed in Connection with Appeals from the Decision of  
the Department of Transportation  
(PennDoT) Appeals

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WHERE TO FILE: FILING IN-PERSON, MAIL IN OR ELECTRONICALLY

FILING IN-PERSON OR MAIL IN TO:  
OFFICE OF JUDICIAL RECORDS  
CIVIL FILING CENTER - CIVIL APPEALS/CERTIFICATIONS  
Room 296, City Hall  
Broad and Market  
Streets Philadelphia,  
PA 19107

ELECTRONIC FILING SYSETM

<https://fjdefile.phila.gov/>

Under “Needs Help,” select “To Apply for a User Name, click here.”

- If you are not an attorney, select option:
- “I am not an attorney. I represent myself in the litigation for which I am requesting a User Name and Password (“PRO SE”).”

Next, you will be prompted to complete the “Create New User Name” form.

Fill out the form and press submit.

After you press submit, your user name, password and pin will be e-mailed to all email addresses entered in the form.

Once you login, go to Existing Cases, Trial Division – Civil, Select Notice of Appeal to Commonwealth, Superior Court or Supreme Court.

Complete the caption (top portion of Motion) by placing your name as Appellant.

Fill in the court term and number (found on your original appeal papers).

**Cost:** The motion filing fee in an existing action is \$67.68. The filing fee is payable by either: certified check, money order, credit card or cash. Checks or money orders should be made payable to the Office of Judicial Records. **NO PERSONAL CHECKS WILL BE ACCEPTED.**

**Service:** A copy of the within Petition/Motion must be served upon all interested parties. Service upon the Commonwealth of Pennsylvania Department of Transportation may be made upon the following address:

Office of Chief Counsel  
7000 Geerdes Boulevard  
King of Prussia, PA 19406-1525

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**IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY  
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
TRIAL DIVISION – CIVIL**

_____	:	_____ Term, _____
(Appellant)	:	(Month) (Year)
	:	
vs.	:	No. _____
	:	
	:	
PENNSYLVANIA DEPARTMENT	:	
OF TRANSPORTATION (“DOT”)	:	Control No. _____

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**ORDER FOR HEARING**

It is hereby Ordered that a hearing on the above Motion is scheduled on \_\_\_\_\_, the  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ **a.m. in Courtroom 446**  
**in CITY HALL, Broad & Market Streets, Philadelphia, PA 19107.**

Failure to properly complete the above motion request, and/or to appear at the scheduled hearing,  
will result in the denial of this motion.

BY THE COURT:

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

**In the Court of Common Pleas of Philadelphia County  
First Judicial District of Pennsylvania  
Trial Division–Civil**

(Appellant)	:	Term, _____
	:	(Month) _____ (Year)
	:	
vs.	:	NO. _____
	:	
PENNSYLVANIA DEPARTMENT OF TRANSPORTATION (“DOT”)	:	CONTROL NO. _____

**ORDER**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, following a hearing and/or review of the within Motion \_\_\_\_\_, it is hereby ORDERED that the said Motion is **Granted / Denied.**

BY THE COURT:

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

**In the Court of Common Pleas of Philadelphia County  
First Judicial District of Pennsylvania  
Trial Division–Civil**

(Appellant)	:	Term, _____
	:	(Month) _____ (Year)
	:	
vs.	:	NO. _____
	:	
PENNSYLVANIA DEPARTMENT	:	
OF TRANSPORTATION (“DOT”)	:	CONTROL NO. _____

\_\_\_\_\_, Appellant/Appellee, hereby requests the Court to reconsider its decision made on \_\_\_\_\_. A copy of the Court’s decision is attached hereto. *(You **MUST** attach a copy of the Court’s decision on which reconsideration is being sought).*

\_\_\_\_\_  
**Signature of Petitioner/Attorney for Petitioner**

## Certificate of Service

I hereby certify that I have served a copy of this petition upon all other parties or their attorney of record by:

*Please check:*

Regular First Class Mail

Certified Mail

Other

\_\_\_\_\_  
Name of Petitioner (Print Name)

\_\_\_\_\_  
Signature of Petitioner (Sign your name)

Dated: \_\_\_\_\_