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

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

**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 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. _____

Motion / Petition

_____, Appellant/Appellee, hereby presents the Motion indicated below for the Court’s determination. *(Please check one and complete the requested information).*

_____, Appellant above-named, hereby requests the Court’s permission to file an Appeal from the adjudication of the Pennsylvania Department of Transportation (“DOT”) made on _ _____ for the following reason(s):

Signature of Petitioner/Attorney for Petitioner

A copy of the adjudication indicated above is attached hereto. *(A copy of the adjudication you are appealing **MUST** be attached to this motion.*

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: _____