



Citizens' Guide to Court Procedure **Municipal Court Criminal Division**

Disclaimer: Court staff is not permitted to provide legal advice. To receive legal advice, you should contact a licensed attorney. The phone number for the Philadelphia Bar Association Legal Referral and Information Service is 215-238-6333. Nothing in this publication is meant to be construed as legal advice.

1. The Criminal Division of the Municipal court is a court of limited jurisdiction and handles adult criminal cases for preliminary arraignments, misdemeanor trials and felony preliminary hearings.
2. All documents are filed at the Criminal Justice Center, Room 206, 1301 Filbert Street, Philadelphia, PA 19107. The hours of operation are Monday to Friday 8:30am to 5:00pm.
3. A preliminary arraignment is usually scheduled within 24 hours of arrest. At the preliminary arraignment, the complaint is reviewed by the bail commissioner, charges read to the defendant, bail set, and the next court date set. Preliminary arraignments take place at the Criminal Justice Center, Room B-08, 1301 Filbert Street, Philadelphia, PA 19107. The courtroom is open everyday around the clock.
4. Bail can be paid any day, around the clock at the Criminal Justice Center, Room B-01, 1301 Filbert Street, Philadelphia, PA 19107. Bail can also be paid at Curran Fromhold Correctional Facility (CFCF), 7901 State Road, Philadelphia, PA 19136, Monday to Friday, 10:00am to 6:00pm.
5. The court file is available for public inspection and copying at the Criminal Justice Center, 1301 Filbert Street, Room 206, Philadelphia, PA 19107. A reasonable fee will be charges for copies.
6. Misdemeanor trials are heard by a judge without a jury. If the defendant is found guilty, the case may be appealed to the Court of Common Pleas for a new trial (trial de novo).
7. Felony preliminary hearings are heard by a judge to determine if there is enough of a case to go to trial. If yes, the judge will “hold the case for court,” and the case will be transferred to the Court of Common Pleas for trial. If not, the judge

will dismiss the entire case or remand the remaining misdemeanor charges for a trial in Municipal Court.

8. If a defendant fails to appear for a court hearing, a bench warrant will be issued for his arrest. The warrant is entered into the statewide fugitive database and, in some cases, the national fugitive database. The defendant is subject to arrest at any time. A defendant may peacefully surrender on a bench warrant at the Criminal Justice Center, Room B-04, 1301 Filbert Street, Philadelphia, PA 19107, Monday to Friday, 7:30am to 10:30am.
9. Certified or exemplified (officially authenticated) copies from the Clerk of Quarter Sessions for disposed records are obtained at the Criminal Justice Center, Room 310, 1301 Filbert Street, Philadelphia, PA 19107.
10. Payments for court-ordered assessments can be made in person at the Criminal Justice Center, Room B-01, 1301 Filbert Street, Philadelphia, PA 19107.

Filing Fees and Miscellaneous Costs:

Notice of Appeal (MC conviction).....	no charge
Expungement.....	\$15.00
Return of Property.....	\$12.50
Motions/petitions.....	\$12.50
Habeas Corpus.....	\$10.00
Omnibus Pretrial Motion.....	\$15.00
Copies of Docket (not certified).....	\$ 5.00
Court Summary (not certified).....	\$ 5.00
Copies of case file.....	\$12.50

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