



## **Citizens' Guide to Court Procedure Philadelphia Municipal Court, Traffic 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 Philadelphia Municipal Court, Traffic Division is a court of limited jurisdiction that hears moving violation citations only. All inquiries concerning parking violations should be directed to the Parking Authority at 215-561-3636.
2. All documents are filed at Philadelphia Municipal Court, Traffic Division, 800 Spring Garden Street, Philadelphia, PA 19130. The hours of operation are Monday to Friday, 8:30am to 7:30pm.
3. Hearings are date and time certain. If you fail to appear for your hearing a trial will be held in your absence. Continuance requests must be made in writing on the court-approved form.
4. If a judgment is entered against you, money is owed, and you cannot pay in one lump sum, you may be eligible for a monthly payment plan.
5. Appeals from the Traffic Division's decisions to the Court of Common Pleas must be made in writing within 30 days of the final order. The appeal is filed at Philadelphia Municipal Court, Traffic Division on the court-approved form. A filing fee is required.
6. The court file is available for public inspection and copying at Philadelphia Municipal Court, Traffic Division, 800 Spring Garden Street, Philadelphia, PA 19130. A reasonable fee will be charged for copies.

### **Filing Fees and Miscellaneous Costs:**

Notice of appeal to Court of Common Pleas (per citation).....	\$ 35.00
Nunc Pro Tunc Petition (for leave to file a late appeal).....	\$ 12.50