

RIGHTS AND OBLIGATIONS

1. Within TEN (10) days of the issuance of a Traffic Court Citation the Defendant must:
 - a. **PLEAD NOT GUILTY** by notifying the Philadelphia Traffic Court in writing, signing the appropriate plea on the Citation, and by forwarding for collateral an amount equal to the **Total Due** as indicated in ITEM 28 of the Citation plus **\$6.00** if the offense charged is under the Vehicle Code; or if the Total Due is not specified, by forwarding the sum of **\$50.00** as collateral for Defendant's appearance at trial; **or**
 - b. **PLEAD NOT GUILTY** by appearing before a Philadelphia Traffic Court Judge and posting such collateral for Defendant's appearance as the judge will require; **or**
 - c. **Appear** before a Philadelphia Traffic Court Judge to enter a plea if the Defendant cannot afford to pay the Total Due as specified on the traffic summons, or the **\$50.00** collateral.
 - d. **PLEAD GUILTY** by notifying Philadelphia Traffic Court in writing, signing the appropriate plea on the Citation, and by forwarding an amount equal to the Total Due as specified on the citation.
 - e. **PLEAD GUILTY** by appearing before a Philadelphia Traffic Court Judge if the Total Due is not specified.
2. If the Defendant fails to respond to the Citation as specified above within TEN (10) days, an administrative fee of \$25.00 will be imposed.
3. If the Defendant fails to appear for trial, the trial may be held in the Defendant's absence.
4. If the defendant is found guilty by a Philadelphia Traffic Court Judge, or pleads guilty, and wishes to appeal, the defendant has Thirty (30) days to file an appeal for a trial. All appeals can be filed at the **Philadelphia Traffic Court**
5. All checks or money orders must be made payable to the **Philadelphia Traffic Court**.
6. If the Defendant has been charged with a summary offense under the Vehicle Code, failure to respond within the time specified above will result in the suspension of the Defendant's driver's license and the issuance of a warrant for Defendant's arrest.
7. If the Defendant is disabled and requires assistance to attend court, contact Philadelphia Traffic Court at (215) 686-1667.