<u>SUSPENSION OF OPERATION PRIVILEGE</u> <u>DENIAL OF DRIVER'S LICENSE</u> <u>SUSPENSION OF MOTOR VEHICLE REGISTRATION</u>

Section 1 Petition for Appeal

Step 1 Form Preparation

Complete the following forms in order and print one (1) copy of each form:

Form 1 - Civil Cover Sheet

Form 2 – Petition for Appeal from a Suspension of Operating Privilege / Denial of Driver's License/Suspension of Motor Vehicle Registration

Form 3 – Rule to Show Cause and Scheduling Order

Step 2 Signature

Sign and date all printed copies of the completed forms from <u>Step 1</u> that require your signature

Section 2 E-Filing the Documents (OFS Odyssey File & Server)

For full registration and filing instructions, please review the Independent Filer Instructions and OFS Civil Guidelines documents under the Self-Help section of <u>https://efilepa.tylertech.cloud/OfsEfsp</u>

- Filing a New Action
 - Go to <u>https://efilepa.tylertech.cloud/OfsEfsp</u>
 - Select the Civil category and select your case type
 - Enter the party names and addresses
 - Select each filing code. After selecting the filing code, you will be able to upload your documents
 - Confirm your payment information
 - Submit the filing to the review queue
- Once your filings have been accepted through the OFS Odyssey File & amp; Serve, you will receive an email at the email address that you used to register with, stating if your filing has been approved or denied. Once you have received the email stating that your filing has been approved, there will be a link to view the approved document(s).
 - You will need to print out two (2) time-stamped copies of the Petition for Appeal from a Suspension of Operating Privilege/Denial of Driver's License/Suspension of Motor Vehicle Registration and Rule to Show Cause and Scheduling Order the document(s)
 - Keep one (1) time-stamped copy with you as proof of the Appeal.
 - One (1) time-stamped copy is to be mailed to the Pennsylvania Department of Transportation by Certified Mail, Return Receipt Requested

Section 3 Serving the Pennsylvania Department of Transportation

Manner of Service

To use these Self-help forms, the manner of service must be Certified Mail, Return Receipt Requested.

Step 1 Preparing for Service

• Address an envelope to:

Pennsylvania Department of Transportation

- Office of Chief Counsel
- 101 South Front Street

Third Floor, Riverfront Office Center

Harrisburg, PA 17104-2516

- Dut the following in the envelope addressed to the Pennsylvania Department of Transportation, Office of Chief Counsel:
 - One (1) time-stamped certified copy of the Petition for Appeal from a Suspension of Operating Privilege / Denial of Driver's License/Suspension of Motor Vehicle Registration
 - One (1) time-stamped certified copy of the **Rule to Show Cause and** Scheduling Order

Step 2 Going to the Post Office

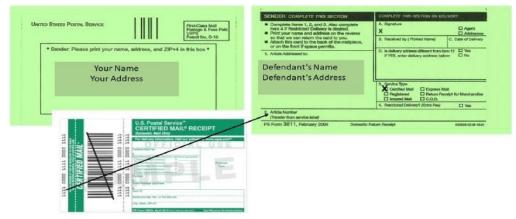
- Take addressed envelopes containing the copies of the Petition for Appeal from a Suspension of Operating Privilege / Denial of Driver's License/Suspension of Motor Vehicle Registration and the Scheduling Order.
- Take money for postage

Step 3 Completing Domestic Return Receipt (green post card Form 3811)

- At the post office obtain one (1) Domestic Return Receipt (green post card Form 3811)
- Complete Reverse side of the Domestic Return Receipt (green post card Form 3811) so it will be returned to you as proof of service.
- Section 1 Article Addressed to:

Pennsylvania Department of Transportation Office of Chief Counsel 101 South Front Street Third Floor, Riverfront Office Center Harrisburg, PA 17104-2516

- Section 2 Article Number: Write Certified Mail Receipt Number where indicated.
- Section 3 Service Type: Check **Certified Mail** check box



• Pay postage and mail

Section 4 Hearing

- Arrive 15 minutes before your scheduled hearing.
- Take the following items with you to the Courthouse:
 - The returned "claimed" green post card (Domestic Return Receipt Form 3811)
 - Vour copy of the Petition for Appeal
 - Any additional documentation supporting your appeal
- Check in with Court Staff at assigned Courtroom.