

SUSPENSION OF OPERATION PRIVILEGE
DENIAL OF DRIVER'S LICENSE
SUSPENSION OF MOTOR VEHICLE REGISTRATION

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**

Step 2 Signature

- Sign and date all printed copies of the completed forms from Step 1 that require your signature

Section 2 Lehigh County Courthouse

- Take the following items with you to the Lehigh County Courthouse located at 455 West Hamilton Street Allentown, PA:
 - Completed and signed Civil Cover Sheet (form 1) and Petition for Appeal from a Suspension of Operating Privilege / Denial of Driver's License/Suspension of Motor Vehicle Registration (form 2)
 - Cash or Credit/Debit Card to cover filing fees; no personal checks will be accepted. For filing fees see <https://www.lccpa.org/civil/CivilCourtFees.pdf>

Step 1 Requesting a Hearing Date from Court Administration

- Go to the Office of Court Administration located in Room 614 of the Lehigh County Courthouse:
 - Give the Petition for Appeal from a Suspension of Operating Privilege / Denial of Driver's License/Suspension of Motor Vehicle Registration (form 2) to an employee of the Office of Court Administration. They will schedule your hearing, complete and give you a **Scheduling Order** and return your paperwork to you to e-file in the Clerk of Judicial Records.

Step 2 Filing (e-file) Clerk of Judicial Records

- Go to the Clerk of Judicial Records located in Room 122 of the Lehigh County Courthouse:
 - Give all paperwork to the Clerk and pay for all filing fees.
 - Proceed to Kiosk to e-file original documents. (Clerk's office will provide assistance)
 - Obtain two (2) certified copies
 - Keep one (1) certified copy with you as proof of the Appeal.**
 - One (1) certified 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
 - Third Floor, Riverfront Office Center
 - Harrisburg, PA 17104-2516

- Put 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 **Scheduling Order**

Step 2 Going to the Post Office

- Take this Checklist with you
- 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
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)
 - Your copy of the Petition for Appeal
 - Any additional documentation supporting your appeal
- Check in with Court Staff at assigned Courtroom.