

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**
 - ☐ Form 3 – **Rule to Show Cause and Scheduling Order**

Step 2 Signature

- ☐ Sign and date all printed copies of the completed forms from Step 1 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 <https://efilepa.tylertech.cloud/OfsEfsp>

- ☐ Filing a New Action
 - ☐ Go to <https://efilepa.tylertech.cloud/OfsEfsp>
 - ☐ 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 & 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

- ☐ 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 **Rule to Show Cause and 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
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

The image shows two forms related to USPS Certified Mail. The top form is the 'Domestic Return Receipt (Form 3811)' which is a green postcard. It is divided into two main sections: 'SENDER: COMPLETE THIS SECTION' and 'COMPLETE THIS SECTION ON DELIVERY'. The 'SENDER' section includes fields for 'Your Name', 'Your Address', and 'Article Addressed to:'. The 'DELIVERY' section includes fields for 'A. Signature', 'B. Received by (Printed Name)', 'C. Date of Delivery', 'D. Is delivery address different from item 1? Yes/No', 'E. Service Type' (with 'Certified Mail' checked), 'F. Registered', 'G. Insured Mail', 'H. Restricted Delivery? (Extra Fee) Yes/No', and 'I. Article Number'. The bottom form is a 'U.S. Postal Service CERTIFIED MAIL RECEIPT' which includes a barcode and fields for 'To: NAME AND ADDRESS', 'To: PHONE NUMBER', and 'To: CITY, STATE, ZIP+4'. A black arrow points from the 'Article Number' field on the green postcard to the 'CERTIFIED MAIL RECEIPT' form.

- ☐ 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.