

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://lehigh.tylerhost.net/ofsw eb>

- Filing a New Action
 - Go to <https://lehigh.tylerhost.net/ofsw eb>
 - 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
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
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 a green Domestic Return Receipt (Form 3811). It is divided into two main sections: 'SENDER: COMPLETE THIS SECTION' and 'COMPLETE THIS SECTION ON DELIVERY'. The sender section includes instructions to complete items 1, 2, and 3, and to print the name and address on the reverse. The delivery section includes fields for signature, name, address, date of delivery, and service type. The service type section has 'Certified Mail' checked. The bottom form is a Certified Mail Receipt (Form 3811) with a barcode and tracking information.

- 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.