

**INSTRUCTIONS FOR COMPLETING  
LICENSE/REGISTRATION APPEALS**

**PAGE 1**

Section where it says “*Lead Plaintiff’s Name*” Enter your name **(THIS IS THE ONLY THING YOU HAVE TO FILL IN ON THE FIRST PAGE).**

**PAGE 3**

Enter your name in the section above “**Petitioner**” (Located on upper left hand section).

#1-Enter your name and **COMPLETE CURRENT ADDRESS(including town, zipcode and apartment number if applicable).**

#2-Enter two phone numbers.

#3-**READ ONLY.**

#4-Enter the “**MAIL DATE**”. (this is located at the top of your letter from Penn DOT.)

#5-Enter your explanation. You may leave this section blank, if you choose to.

**PAGE 4**

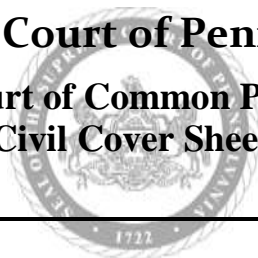
Sign twice where it says Petitioner and use current Date.

**FILING INSTRUCTIONS:**

- Please include your original letter from Penn DOT.
- A copy of that letter should be attached to your appeal.
- After your form is completed, it must be reviewed and initialed by the Court Administrator’s Office. Appeal must be filed in the Prothonotary Office (*Located on the First Floor*) along with one (1) additional copy.
- The fee for the appeal is \$294.25 in the form of Cash, Certified Check or Money Order (made payable to the **OFFICE OF PROTHONOTARY**).
- **NO PERSONAL CHECKS. NO CREDIT CARDS.**

# Supreme Court of Pennsylvania

## Court of Common Pleas Civil Cover Sheet



\_\_\_\_\_ County

*For Prothonotary Use Only:*

Docket No: \_\_\_\_\_

TIME STAMP

*The information collected on this form is used solely for court administration purposes. This form does not supplement or replace the filing and service of pleadings or other papers as required by law or rules of court.*

SECTION A

**Commencement of Action:**

- Complaint       Writ of Summons       Petition  
 Transfer from Another Jurisdiction       Declaration of Taking

Lead Plaintiff's Name: \_\_\_\_\_

Lead Defendant's Name: \_\_\_\_\_

Are money damages requested?  Yes  No

Dollar Amount Requested:  within arbitration limits  
(check one)  outside arbitration limits

Is this a *Class Action Suit*?  Yes  No

Is this an *MDJ Appeal*?  Yes  No

Name of Plaintiff/Appellant's Attorney: \_\_\_\_\_

**Check here if you have no attorney (are a Self-Represented [Pro Se] Litigant)**

SECTION B

**Nature of the Case:** Place an "X" to the left of the **ONE** case category that most accurately describes your **PRIMARY CASE**. If you are making more than one type of claim, check the one that you consider most important.

**TORT** (do not include Mass Tort)

- Intentional  
 Malicious Prosecution  
 Motor Vehicle  
 Nuisance  
 Premises Liability  
 Product Liability (does not include mass tort)  
 Slander/Libel/ Defamation  
 Other: \_\_\_\_\_

**CONTRACT** (do not include Judgments)

- Buyer Plaintiff  
 Debt Collection: Credit Card  
 Debt Collection: Other  
 \_\_\_\_\_  
 Employment Dispute:  
 Discrimination  
 Employment Dispute: Other  
 \_\_\_\_\_  
 Other:  
 \_\_\_\_\_

**CIVIL APPEALS**

- Administrative Agencies  
 Board of Assessment  
 Board of Elections  
 Dept. of Transportation  
 Statutory Appeal: Other  
 \_\_\_\_\_  
 Zoning Board  
 Other:  
 \_\_\_\_\_

**MASS TORT**

- Asbestos  
 Tobacco  
 Toxic Tort - DES  
 Toxic Tort - Implant  
 Toxic Waste  
 Other: \_\_\_\_\_

**REAL PROPERTY**

- Ejectment  
 Eminent Domain/Condemnation  
 Ground Rent  
 Landlord/Tenant Dispute  
 Mortgage Foreclosure: Residential  
 Mortgage Foreclosure: Commercial  
 Partition  
 Quiet Title  
 Other: \_\_\_\_\_

**MISCELLANEOUS**

- Common Law/Statutory Arbitration  
 Declaratory Judgment  
 Mandamus  
 Non-Domestic Relations  
 Restraining Order  
 Quo Warranto  
 Replevin  
 Other: \_\_\_\_\_

**PROFESSIONAL LIABILITY**

- Dental  
 Legal  
 Medical  
 Other Professional: \_\_\_\_\_

## **NOTICE**

**Pennsylvania Rule of Civil Procedure 205.5. (Cover Sheet) provides, in part:**

**Rule 205.5. Cover Sheet**

(a)(1) This rule shall apply to all actions governed by the rules of civil procedure except the following:

- (i) actions pursuant to the Protection from Abuse Act, Rules 1901 et seq.
- (ii) actions for support, Rules 1910.1 et seq.
- (iii) actions for custody, partial custody and visitation of minor children, Rules 1915.1 et seq.
- (iv) actions for divorce or annulment of marriage, Rules 1920.1 et seq.
- (v) actions in domestic relations generally, including paternity actions, Rules 1930.1 et seq.
- (vi) voluntary mediation in custody actions, Rules 1940.1 et seq.

(2) At the commencement of any action, the party initiating the action shall complete the cover sheet set forth in subdivision (e) and file it with the prothonotary.

(b) The prothonotary shall not accept a filing commencing an action without a completed cover sheet.

(c) The prothonotary shall assist a party appearing pro se in the completion of the form.

(d) A judicial district which has implemented an electronic filing system pursuant to Rule 205.4 and has promulgated those procedures pursuant to Rule 239.9 shall be exempt from the provisions of this rule.

(e) The Court Administrator of Pennsylvania, in conjunction with the Civil Procedural Rules Committee, shall design and publish the cover sheet. The latest version of the form shall be published on the website of the Administrative Office of Pennsylvania Courts at [www.pacourts.us](http://www.pacourts.us).

**IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA**

**CIVIL DIVISION**

\_\_\_\_\_  
: (Petitioner):  
VS. : File No. \_\_\_\_\_  
: :  
: :  
**Commonwealth of Pennsylvania** :  
**Department of Transportation** :  
:

**PETITION FOR APPEAL FROM A SUSPENSION OF OPERATING  
PRIVILEGE/DENIAL OF DRIVER'S LICENSE/SUSPENSION OF MOTOR  
VEHICLE REGISTRATION**

1. Petitioner herein is: \_\_\_\_\_,  
residing at (complete current mailing address) : \_\_\_\_\_  
\_\_\_\_\_.

2. Petitioner may be reached at the following phone numbers (Provide two numbers): \_\_\_\_  
\_\_\_\_\_.

3. Service of this Petition for Appeal is to be made to the Department of Transportation of the Commonwealth of Pennsylvania, by **Certified Mail, Return Receipt Requested** :

Office of Chief Counsel  
1101 S. Front Street, 3<sup>rd</sup> Floor  
Harrisburg, PA 17104-2516

4. Petitioner hereby appeals from the notice of suspension dated \_\_\_\_\_ (attach a copy of your Notice of Suspension).

5. The said suspension of Petitioner's operating privileges/registration is improper or unlawful for the following reason (s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Petitioner respectfully requests that this matter be set down for a hearing and that the Order of Suspension/Notice of Suspension be set aside.

Respectfully submitted by,

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Petitioner

I verify that the statements made in this Petition are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S.A. §4904 relating to unsworn falsification to authorities.

Date: \_\_\_\_\_

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Petitioner