



## **Citizens' Guide to Court Procedure** **Court of Common Pleas** **Trial Division Civil Section**

**Disclaimer: Court staff is not permitted to provide legal advice. To receive legal advice, you should contact a licensed attorney. The phone number for the Philadelphia Bar Association Legal Referral and Information Service is 215-238-6333. Nothing in this publication is meant to be construed as legal advice.**

1. The Civil Section of the Trial Division is a court of general jurisdiction and handles civil actions that do not involve family law matters.
2. First and second filings are filed at the Office of the Prothonotary, Room 271, City Hall, Broad and Market Streets, Philadelphia, PA 19107. The hours of operation are Monday to Friday, 8:30am to 5:00pm.
3. Once a matter is commenced, it will be assigned to one of several programs depending on the amount in controversy and case type. Normally, there will be several pretrial events scheduled by case managers and participation of the litigants is mandatory.
4. Arbitration matters are scheduled for a hearing upon commencement of the action. The hearing may proceed even in the absence of a party. The Continuance Arbitration Application form must be completed if a continuance is requested. However, there is no guarantee that a continuance will be granted even if all parties agree.
5. Pretrial motions are filed at the Motions Unit, Room 296, City Hall, Broad and Market Street, Philadelphia, PA 19107. The hours of operation are Monday to Friday, 8:30am to 5:00pm.
6. The court file is available for public inspection and copying at the Office of the Prothonotary, Room 264, City Hall, Broad and Market Streets, Philadelphia, PA 19107. A reasonable fee will be charged for copies.
7. Electronic filing of documents will be required beginning January 5, 2009 using the Philadelphia Court e-filing system. There is no additional cost for e-filing.

Filing Fees and Miscellaneous Costs:

First Filing: Arbitration, Non-Jury, and Petition Actions.....	\$302.98
First Filing: Jury Demand.....	\$550.92
First Filing: Lien.....	\$ 70.44
Appeal to Court of Common Pleas.....	\$170.04
Judgment by Confession/Judgment from Other Jurisdictions.....	\$121.26
Name Change Petition (Adult).....	\$302.98
Defendant First Filing.....	\$154.54
Jury Demand (if not with first filing).....	\$247.94
Defendant First Filing with Jury Demand.....	\$402.48
Petitions/motions.....	\$ 52.68
Certification or Certificate.....	\$ 41.58*
Exemplifications.....	\$ 83.16*
Issuance of Subpoena.....	\$ 7.70
Producing a Record in Response to a Subpoena.....	\$ 66.22
Name Search.....	\$ 58.52
Non-Party Docket Request.....	\$ 5.00
Appeal from Arbitration.....	\$367.44
Appeal from Arbitration (w/Jury Demand).....	\$615.38
Appeal to Supreme, Superior, or Commonwealth Court.....	\$257.94

\*Please Note: Pursuant to 42 Pa. C.S. § 1725(c)(2)(ii) the Prothonotary must collect \$3.00 per each additional page together with the Law Library Fee of \$0.60 and Family Court Facility Fund Fee of \$0.60 for a total of \$4.20 per additional page.

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