

INSTRUCTIONS FOR RESPONSE BY MAIL

If a Defendant intends to respond by mail:

1. The lower portion of the citation must be signed, detached and completed on the appropriate plea line (a. or b.).

2. If Defendant pleads **NOT GUILTY**, a check or money order for collateral must be enclosed in the amount reported as Total Due in ITEM 28, plus \$6.00 costs. If the Total Due is not specified, the check or money order for collateral must be in the amount of **\$50.00**. Defendant will be notified by mail of the trial date.

3. If Defendant pleads **GUILTY**, a check or money order in the amount reported as Total Due in item 28 as specified on the citation must be enclosed. Failure to remit the full amount may result in the issuance of a warrant for Defendant's arrest.

4. Defendant's check or money order must be made payable to: ***Philadelphia Traffic Court.***

5. Place lower portion of citation along with a check or money order and mail to: Philadelphia Traffic Court, 800 Spring Garden Street, PO Box 56301, Philadelphia, PA 19130-6301.

Please Note

The amount indicated as TOTAL DUE on the Citation includes the applicable fine and court costs as well as the following required fees or costs:

E.M.S.	\$10.00 for Emergency Medical Services.
M.C.A.R.E.	\$30.00 to \$150.00 for Catastrophic Loss Benefits Continuation Fund.
J.C.P./A.T.J.	\$10.00 Judicial Computer Project/Access To Justice
Surcharge	\$10.00 Surcharge required by Section 6506(a)(8)