



Citizens' Guide to Court Procedure **Court of Common Pleas** **Trial Division Criminal 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 Criminal Section of the Trial Division is a court of general jurisdiction that handles adult criminal cases for trial.
2. All documents are filed at the Criminal Justice Center, Room 206, 1301 Filbert Street, Philadelphia, PA 19107. The hours of operation are Monday to Friday 8:30 am to 5:00 pm.
3. An arraignment is scheduled 21 days from the date a case is held for court in the Municipal Court. At the arraignment, the attorney for the Commonwealth will file all information, and the next court date is set. The arraignment date also starts the time for the filing of certain pretrial motions. Arraignments take place at the Criminal Justice Center, Room 505, 1301 Filbert Street, Philadelphia, PA 19107, Monday to Friday, 11:00am to 1:00pm.
4. Bail can be paid any day, around the clock at the Criminal Justice Center, Room B-01, 1301 Filbert Street, Philadelphia, PA 19107. Bail can also be paid at Curran Fromhold Correctional Facility (CFCF), 7901 State Road, Philadelphia, PA 19136, Monday to Friday, 10 am to 6 pm.
5. The court file is available for public inspection and copying at the Criminal Justice Center, 1301 Filbert Street, Room 206, Philadelphia, PA 19107. A reasonable fee will be charged for copies.
6. If a defendant fails to appear for a court hearing a bench warrant will be issued for his arrest. The warrant is entered into the statewide fugitive database and, in some cases, the national fugitive database. The defendant is subject to arrest at any time. A defendant may peacefully surrender on a bench warrant at the Criminal Justice Center, Room B-04, 1301 Filbert Street, Philadelphia, PA 19107, Monday to Friday, 7:30 am to 10:30 am.

7. Certified or exemplified (officially authenticated) copies are obtained from the Clerk of Quarter Sessions, disposed records are obtained at the Criminal Justice Center, Room 310, 1301 Filbert Street, Philadelphia, PA 19107.
8. Payments for court-ordered fines, costs, etc. can be made in person at the Criminal Justice Center, Room B-01, 1301 Filbert Street, Philadelphia, PA 19107, everyday around the clock.

Filing Fees and Miscellaneous Costs:

Notice of Appeal (MC conviction).....	no charge
Notice of Appeal (Traffic Court conviction) (per citation)	\$35.00
Expungement.....	\$15.00
Return of Property.....	\$12.50
Motions/Petitions.....	\$12.50
Habeas Corpus.....	\$10.00
Ominibus Pretrial Motion.....	\$15.00
Docket (not certified).....	\$5.00
Court Summary (not certified)	\$5.00
Copies of case file	\$12.50
Private Detective License.....	\$12.50
Funeral Petitions.....	\$15.00
Petition for Exemption under the Uniform Firearms Act.....	\$45.00

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