



The Philadelphia Courts

First Judicial District of Pennsylvania



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Notice: All courts will be closed on Monday, February 15, 2016 in observance of PRESIDENTS' DAY, except Municipal Court's Arraignment Court and the filing of Emergency Protection from Abuse Petitions at the Justice Juanita Kidd Stout Center for Criminal Justice, 1301 Filbert St.

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Pretrial Services Division



The Pretrial Service Division of the First Judicial District of Pennsylvania operates as a full service bail agency, providing supervised release services, appointment of counsel interviews, and enforcement of judicial orders related to the adult Criminal Trial Division.

Click for frequently asked questions regarding the division

Where can bail be paid?

Bail can be paid at the Bail Acceptance Office, Room B-03 of the Criminal Justice Center, 1301 Filbert Street. The office is open 24 hours a day, seven days a week, including holidays. Payments can be made either in cash or with a valid credit or debit card. On selected occasions, a bank issued cashiers check can be accepted, however conditions apply and the hours of acceptance are limited when using a cashiers check.

Bail can also be posted at the Philadelphia Prison, Curran-Fromhold Institution. Hours of operation are Monday to Friday from 10:00 a.m. to 6:00 p.m. at this site. All individuals posting bail must provide a valid form of identification to the cashier. Questions should be referred to the Bail Acceptance Office at 215-683-7727.

Do I get my bail money back?

Most of the bail money is refunded, provided there were no failures to appear for court or other release violations. Seventy percent of the bail deposit is available for refund thirty-one days after the final disposition of the case. The person named on the original bail deposit receipt must provide valid identification at the Clerk of Quarter Sessions/Bail Refund Office, Room B-03 of the The Juanita Kidd Stout Center for Criminal Justice, 1301 Filbert Street. The office is open Monday through Fridays, 8:30am to 4:30pm, Phone: 215-683-7723.

When should I call the Pretrial Service Division?

All arrested individuals are required to phone the Pretrial office within 24 hours of your release after arrest. The contact/check-in phone number is 215-686-7421. This is an automated system, where your call will be recorded and is operational around the clock. You must provide your police identification number/PID when prompted. You are also required to call the Notification Unit at 215 683-3710 if you change your address or have questions about your court date. If you are on a supervised release you must report to 1401 Arch Street, 5th floor on your assigned Orientation Date and you must contact your assigned Pretrial Officer when required, or, call the Supervision Unit at 215-683-3750 if you have any questions. The Supervision Units are open Monday through Friday, from 8:30 a.m. to 5:00 p.m.

What type of case does Pretrial Service Division appoint counsel for?

Adult criminal cases within the county of Philadelphia (does not include summary citations, matters of child custody, support, or protection from abuse petitions.) The appointment of counsel interviews are conducted at the Pretrial Service Division main office, 1401 Arch Street, 5th Floor, Monday through Friday, between 8:00 a.m. and 4:00 p.m. Questions should be referred to 215-683-3710.

If I am on house arrest and an emergency situation occurs, who should I call?

You should call your assigned Pretrial Officer (Pretrial Cases) or Probation Officer (Post-trial matters) during traditional office hours, 8:30 a.m. to 4:30 p.m.--Monday through Friday. During evenings, weekends, and holidays, you should contact the House Arrest Monitoring Unit at 215-568-0191. This must be for a true emergency. You must provide the name of

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Interpreter Services

If you or someone you know requires the use of a language interpreter, **free of charge**, please contact Roseann DiPrimio at 215-683-8000, or email interpreters@courts.phila.gov and we will be happy to assist you.

To contact Court Interpreter Administration, [click here](#). Para contactar a la Oficina Administrativa de Intérpretes de los Juzgados, [haga un clic aquí](#).

Para solicitar un intérprete, [haga un clic aquí](#).

Interpreter Request Forms. Please select a Language:

- English
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- Русский (Russian)
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your Pretrial/Probation Officer, and specific information such as hospital address, doctor's name, etc.

What happens if I fail to appear in court?

You will be subject to immediate arrest on a bench warrant. If you were released on cash bail you could lose your deposit and be responsible for payment of the full bail amount. You can lessen or avoid these sanctions if you promptly surrender for a bench warrant hearing, at 7:30 a.m., Monday through Friday, Room B-04 The Juanita Kidd Stout Center for Criminal Justice, 1301 Filbert Street. Questions should be referred to the Warrant Unit at 215-683-3723.

What if I have a question about a Bench Warrant?

The Warrant Unit functions 24 hours a day, 7 days a week. All questions concerning a bench warrant or tips regarding individuals wanted on a bench warrant should be referred to the Warrant Unit at 215-683-3723. All tip information will be strictly confidential.

Pretrial Services Division
 First Judicial District of Pennsylvania
 Criminal Trial Division
1401 Arch Street, 10th Floor
 Philadelphia, PA 19102

Director of Pretrial Services

Michael P. Bouchard III 215-683-3705 Fax: 215-683-1527
 MaryAnn Glackin, Administrative Secretary 215-683-3705

Deputy Director of Pretrial Services

Sharon P. Malvestuto 215-683-3704 Fax: 215-683-1527
 Lekia Cook, Administrative Secretary 215-683-3704

Please select an office or department from the list below to view detailed information.

Arraignment Unit

Christopher Keogh, Manager - Arraignment Unit 215-683-3707

The Arraignment Unit operates 24 hours a day, 7 days a week at 1401 Arch Street. This unit works in coordination with six Detective Divisions and Police Headquarters for the purpose of interviewing via video all adults charged with misdemeanors or felonies in Philadelphia. The interviewers are responsible for collecting information regarding the arrested individual's personal and financial history, family/community ties and criminal history. The role of the unit is to capture charge severity, detailed personal information and any other critical information for the purpose of calculating a release guideline that is presented to a judicial authority for a bail determination

Electronic Monitoring Unit

Samuel Turner, Manager - Electronic Monitoring Unit

Information calls: (215) 683-1538

The Electronic Monitoring Unit currently monitors all individuals for the Criminal Trial Division on active electronic monitoring. The current caseload consists of all Pretrial and Post-Trial cases that have been ordered by the Judiciary to Electronic Monitoring. Active electronic monitoring involves the installation of an ankle bracelet on an individual and a monitoring device attached to the residential phone line. The active system transmits a continual signal via the transmitter (TX) worn by the defendant to field monitoring device (FMD) attached to the defendant's home phone. The defendant is monitored twenty four (24) hours a day as continuous signals are sent to the host computer.

The Electronic Monitoring Unit operates twenty-four (24) hours a day, seven days a week. Staff assigned to the Field are responsible for the residential investigation along with installation and maintenance of the equipment. Staff assigned to the monitoring room are responsible for all alert processing, data entry of schedules, enrollments, maintains the daily inventory of all electronic monitoring equipment and notification to the Philadelphia Sheriff's Office Fugitive Warrant Unit on all confirmed alerts. The staff must respond to each and every alert from the FMD. All alerts must be checked, logged and cleared by the staff after thorough review. The office of the Electronic Monitoring Coordinator and support staff are responsible for all the Administrative functions related to the Electronic Monitoring Program.

The unit is also responsible for monitoring defendants that are participating in the DUI Treatment Court Program. DUI Treatment Court participants are installed on units that monitor alcohol consumption. The staff in the Electronic Monitoring room is responsible for the monitoring of B.A.C. (Blood Alcohol Content) readings that are received throughout the day. The additional responsibility of supervising this population has also required staff of the Electronic Monitoring Unit and Field personnel to receive specialized training in this area.

Accounting Unit

Lutfiyyah Al-Amin, Manager - Accounting Unit 215-683-3707

The Accounting Unit, located in the lobby of 1401 Arch Street, is responsible for processing all court ordered fines, fees and restitution payments. Payments are collected in person at 1401 Arch Street from 8:00 a.m. to 4:45 p.m. or they can also be mailed to the main office or sent to the Agency Bank Payment Box. Payments are accepted in cash, certified check, money order, credit card, debit card and personal checks. All payments must include the

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How Do I?

payment plan account number or docket/case number in order to credit the account accordingly. For your convenience, inquiries can be made and will be responded to via telephone or email utilizing the below contact information.

Information please call: 215-683-1482
E-Mail inquiries: payment.inquiries@courts.phila.gov
ePay (fines, cost, restitution): <http://usportal.pacourts.us>

Payments can be made as follows:

In-person: Pretrial Service Division
 Accounting Unit
 1401 Arch Street-Lobby
 Philadelphia, PA. 19102
 8:00 a.m. to 4:45 p.m. Monday to Friday or
 8:00 a.m. to 7:00 p.m. the first Wednesday of each month
 The Justice Juanita Kidd Stout Center for Criminal Justice
 1301 Filbert Street
 Basement Level - Payment Center
 24 hours a day/7 days a week

By Mail: Pretrial Service Division
 c/o Accounting Unit
 1401 Arch Street
 Philadelphia, PA. 19102
 (money order or certified check only-please include your
 payment plan or case number)

**By Mail to our Secure Bank
 Lockbox:** First Judicial District of PA.
 P.O. Box 37711
 Philadelphia, PA. 19101-5011
 (Money Order or checks only)

Data Verification Unit

Thomas Press, Manager- Data Verification Unit 215-683-3736

The Data Verification Unit is a 24/7 operation which processes correspondence from the **Philadelphia Police Department**, as well as Law Enforcement Agencies and Departments throughout the Commonwealth, as part of the Commonwealth Law Enforcement Assistance Network (CLEAN) and the National Crime Information Center (NCIC) in order to confirm the validity of criminal bench warrants and probation violation warrants for individuals detained in those jurisdictions. Warrants are lodged for defendants who are being held on new charges and are being remanded to the County Prison or inmates who are already incarcerated or Sheriff Personnel are dispatched to accept custody of fugitives wanted on FJD warrants who are not being held on any other criminal charges. The Data Verification Unit is responsible for the quality control of warrants entered into NCIC and routinely conducts reviews of NCIC to edit warrants that are no longer valid and to enter warrants that should be in the system. The personnel are also responsible for generating the bench warrant hearing list for both the prison and the bench warrant surrenders as well as providing staff for the bench warrant surrender room in the basement of the Criminal Justice Center and the bench warrant hearing room. The Verification Unit coordinates with the Philadelphia District Attorney's Office to facilitate the extradition of defendants who are being held in jurisdictions outside the Commonwealth of Pennsylvania. The Unit also checks the validity of bench warrants for the Department of Public Welfare and Social Security Administration for applicants to those programs. The Data Verification Unit also provides death verifications for abatement cases

Bail Services and Supervision Unit

Karleen Flowers, Manager - Bail Services and Supervision Unit

The Supervision Unit has multiple functions. The Records and Notification component is responsible for intake interviews of all defendants required to report to the Pretrial office after preliminary arraignment. These are defendants who receive a bail of ROSC (Release on Special Condition) Type I or II at the Preliminary Arraignment. The department is also responsible for conducting financial interview for appointment of counsel for individuals requiring the services of an attorney.

In addition to defendants who report in person, this Unit fields numerous daily phone calls from defendants, family members, and attorneys requesting information regarding court appearance dates, how and where to surrender for a bench warrant, and how to avail themselves of other services. These include requests for continuances based on absolute verification of serious hospitalization or incarceration in other jurisdictions. Other requests involve financial interviews for Traffic Court and inquiries and processing of bail using real estate that has been investigated and certified for that purpose. Another responsibility of this unit is to provide pretrial history information for the City's Emergency Release Hearings that are scheduled at least two times per week. All division records regarding intake interviews and other related court events are maintained in the file room of this unit.

The Supervision Unit is responsible for the monitoring and supervision of all defendants ordered to adhere to specific conditions of release including ROSC Type I and II, Intensive Direct Supervision, and Electronic Monitoring House Arrest. Each defendant in this process is assigned a Pretrial Officer. Defendants ordered to ROSC bail are typically medium risk in terms of charge severity and court/social history. These defendants must report for initial orientation and thereafter in conjunction with each court appearance. In-person reporting can be increased by order of the court or by digression of the assigned Pretrial Officer. These defendants report by phone once or twice a week to the division Interactive Voice System that records their check-in and is relayed to the supervising officer.

Pretrial Officers assigned to monitor defendants ordered to EM House Arrest and Direct Supervision are the most experienced employees of the unit due to the high charge and flight risk associated to this type of defendant. A great deal of communication between the assigned Judge, the attorneys and other related agencies is required. Accountability to record keeping is of the highest nature.

Check-In Phone Number: 215-686-7421
General Information: 215-683-3710

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