

PROCEDURE FOR LICENSE/ REGISTRATION

SUSPENSION APPEAL

Go to the Law Library located in the Chester County Justice Center at 201 W. Market Street; Second Floor - Suite 2400 , West Chester, PA. Ask for a format for a License/ Registration Suspension Appeal. Answer the questions from the format in the form of a petition, bring the Petition with your letter from Harrisburg to the Prothonotary's Office which is located on the first floor of the Justice Center. After you have paid the filing fees, you will come to Court Administration Office which is located on the fourth floor in Suite 4100 of the Justice Center. You will then have your petition scheduled for a hearing.

Court Administration will make copies of all your paper work.

You will bring everything back to the Prothonotary's Office. They will time stamp the Order. The Prothonotary will keep the original for the Judge who will hear your case. ONE CERTIFIED- RETURNED RECEIPT COPY IS SENT TO HARRISBURG WHICH YOU MUST MAIL. One copy is to be kept with you while driving until you have your hearing. When the Certified-return receipt is returned to you, attach it to your copy for your records.

The petition with the date of the hearing will serve as your notice. We will not send you another notice. Please mark your calendar.