

## Instructions for Judgment Satisfaction in Motor Vehicle Cases

### When Plaintiff or Plaintiff's Attorney cannot be located:

- STEP #1: Obtain a copy of the Judgment against you. The Records are available in Room 262, 264, or 975 (depending on the year of the judgment).
- STEP #2: Defendant/Attorney for Defendant must make a good faith effort to contact or locate the attorney of record for the Plaintiff.
- STEP #3: A certified letter stating your desire to satisfy the judgment should be mailed to the Plaintiff's last known address. In the event that this letter is returned as "unknown" or not received, you can attach it with the Affidavit to Satisfy Judgment form (available in Room 296, City Hall – Finance Unit).
- STEP #4: If you are unable to locate the Plaintiff or Plaintiff's counsel, you are required to pay the amount of the judgment, plus 6% interest into escrow with the Office of Judicial Records.

In the event that your judgment exceeds *\$15,000 for injury to a single person in an accident, \$30,000 for two or more individuals injured in an accident, or \$5,000 for damage to property of others*, your total to be paid into escrow is capped at those amounts given your individual case's factual circumstances. 75 Pa.C.S.A. § 1774. This amount will still include 6% interest.

**NOTE: A Judgment Debtor in compliance with section 1774 does not get the benefit of having the entire judgment marked satisfied.**

Personal checks are not accepted. This payment cannot be done in installments.

Payment can be made in Room 296 after you have completed the Affidavit to Satisfy Judgment form and had it notarized.

- STEP #5: After completing the previous steps, take two (2) copies of the validated Affidavit to Satisfy Judgment form to the Civil Filing Center to be filed with the First and Second Filing Unit in Room 296 for time stamping of all necessary documents.
- STEP #6: If you need a Certificate of Satisfaction to forward to PennDot in Harrisburg, you will need to take a copy of the validated Affidavit of Satisfaction to the Certifications and Appeals Unit in Room 296. There is a \$41.58 fee for this service.

If the Plaintiff is not found within five (5) years of the date of payment into escrow, the money can be released to you by showing a valid photo I.D. in the Finance Unit in Room 296, after a Motion to Release Escrow Funds has been granted by the Judge.

**IN THE COURT OF COMMON PLEAS  
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
TRIAL DIVISION – CIVIL**

	:	Term, _____
	:	
	:	No. _____
Plaintiff(s)	:	
Vs.	:	
	:	
	:	
Defendant(s)	:	

**AFFIDAVIT TO SATISFY JUDGMENT IN ACCORDANCE WITH THE VEHICLE  
CODE ACT OF FEBRUARY 12, 1984, P.L. 26 NO. 11, SECTION 3 AS AMENDED  
OCTOBER 1, 1984, C.S.A. SECTION 1774**

Commonwealth of Pennsylvania  
County of Philadelphia

\_\_\_\_\_ being duly sworn according to law deposes and says:

- 1) That he/she is the Defendant in the above captioned matter and judgment has been entered against him/her in favor of the Plaintiff above named on \_\_\_\_\_.
- 2) That the total amount owed to the judgment creditor (Plaintiff herein) is:
  - (A) Amount of Judgment \$ \_\_\_\_\_
  - (B) Interest to Date \$ \_\_\_\_\_
  - TOTAL: \$ \_\_\_\_\_

3) That the Defendant has unsuccessfully attempted to locate the judgment debtor to pay the money due. In this regard, he/she has:

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4) That Judgment Creditor cannot be located.

PLEASE SATISFY THIS JUDGMENT.

\_\_\_\_\_  
Signature of Defendant

Sworn to and Subscribed  
Before me Notary Public  
This \_\_\_\_\_ day of  
\_\_\_\_\_ 20\_\_\_\_.