

TRAFFIC COURT

You have received a citation, now what?

If you have a citation that is marked **appearance not required** and:

You wish to contest the citation:

You may enter a written plea of not guilty prior to the return date listed on your citation, and not appear on this date. Your plea should indicate if you are requesting a court trial or jury trial. If you request a trial by jury there is a \$36.00 non-refundable jury fee that must be included with your request. You will be notified of the date and time for your trial.

You do not wish to contest the charge:

You may pay the amount quoted prior to the court date. If you cannot pay the citation by the court date, but can pay within approximately 60 days you do not have to do anything. The Court will enter a default judgment and send you a notice of the specific date by which you must pay the full amount. If you cannot pay the amount quoted in full within 60 days or would like a payment plan, you must contact the Clerk of Court Office with your request and pay the fee to establish a payment plan.

If your citation is marked **appearance required**:

You must appear in Court on the date and time indicated on your citation. Failure to appear may result in a warrant for your arrest being issued.

If you wish to contest the citation you may enter a written plea of not guilty prior to the court date and your appearance will not be required at the intake. You must indicate if you wish a court trial

or a jury trial. If you request a jury trial, the jury fee must be paid with your request. Currently the jury fee is \$36.00 and is non-refundable.

If you do appear on the return date listed on your citation that time is for you to enter a plea and the court to either impose a sentence or schedule for further proceedings based on your plea. The issuing officers are usually not present and no trials will take place at that time.

Payments

The Clerk of Court Office will accept payment by check, money order or cash. We do not accept credit or debit cards at this time. There is a 3rd party vendor that is able to process payments for the Clerk of Court. If you use this site: GovPayNow.com or call 1-888-604-7888 you will need our PLC# of 5862. There is an additional charge for using this payment method and payments take 3-4 days to process.

If a citation is past due the only type of payment accepted by the Clerk of Court is cash or money order. You may also use the GovPayNow.com site, however the payment processing time is 3-4 days.