

## Read Carefully

If the front of the citation shows you are charged with a:

- A. **Crime. You Must Appear** at the court on the day and time written on the front.
- B. **Violation.** You must do one of the options listed below:

### Option 1

Enter a plea of no contest and pay the court the amount of the presumptive fine written on the front of the citation. If the court accepts your plea, the court may not impose a fine that is more than the amount of the presumptive fine.

### Option 2

Enter a plea of no contest and send a letter of explanation. You must do all of the following **before** the day and time the citation requires you to appear in court. If you respond by mail, the mail must arrive at the court before you are required to appear.

1. Sign and date the citation where indicated under Option 2. **And**
2. Send or take to the court the citation and the full amount of the presumptive fine. **And**
3. Attach a written statement explaining the circumstances of the violation(s) charged.

**Important:** If you choose this option, you will make a written appearance and waive your right to a trial. The court may consider your written statement when establishing the amount of the fine. The court cannot impose a fine that is less than the minimum fine amount. If the court finds you guilty, the court may keep all or part of the money you pay. The court will not fine you more without giving you notice to come to the court for a hearing.

### Option 3

Enter a plea of not guilty and request a trial by doing one of the following.

- A. Go to the court **on or before** the day and time written on the front of the citation to plead not guilty and request a trial.
  - B. Submit a written request for a trial by doing all of the following **before** the day and time the citation requires you to appear in court. If you respond by mail, the mail must arrive at the court before you are required to appear.
1. Sign/Date the citation where indicated under Option 3. **And**
  2. Send or take to the court the citation by itself or with a written request for a trial.

### Option 4

Contact the court before the day and time the summons requires you to appear to determine if you qualify for a trial by affidavit. If so, the trial will be based upon sworn, written statements. Future court appearances may not be necessary. If you do not qualify or the court does not offer this option, you must comply with one of the other options listed above.

### Notice

1. If you fail to follow these Instructions, the court may issue a warrant for your arrest and/or may suspend your license if you fail to appear on a citation for a traffic offense.
2. The court may send you a notice and require you to appear at the court for a hearing.
3. For traffic offenses. This record will be sent to the licensing authority of the state where you are licensed to drive to decide if a license suspension is appropriate.
4. For violations, you must notify the court and the prosecuting attorney's office before you are required to appear in court if you are going to have an attorney represent you.
5. For violations, if you do not pay the full presumptive fine amount in advance and do not appear, the court may enter a conviction and a judgment against you for more than the presumptive fine and up to the maximum penalty allowed by law for the charged offense(s) including the maximum fines, restitution and other costs.

**Mail correspondence or written appearance and make checks payable to the court listed on the citation.**