

Civil Traffic Violations

If you have received a civil traffic citation, you can respond in one of the following ways:

1. Attend defensive driving school.
2. Deny responsibility and request a hearing.
3. Admit responsibility and pay the civil penalty.

1. Attend defensive driving school.

- If you choose to attend defensive driving school, and you are eligible to attend, you will not have to make a court appearance if you attend before your scheduled court date. Otherwise, you must appear on your scheduled court date and request permission to attend driving school. The court clerk will be able to process your request.

- You can register over the phone and make arrangements to attend class at one of the schools listed below or at any State certified school listed at:

<http://www.azcourts.gov/drive/ListofCertifiedSchools.aspx>

Click here for more information on attending defensive driving school

2. Deny responsibility and request a hearing.

The officer who issued the citation will be subpoenaed to appear at the hearing. Click here for information on your legal rights in contesting a civil traffic violation.

1. You may request a hearing by mail or by appearing on your scheduled court date.
2. If you request a hearing you give up any option of attending a defensive driving school diversion program.
3. You may voluntarily post a deposit in the amount of the civil penalty to ensure your license is not suspended should you fail to appear for the hearing. Do not send cash through the mail.

3. Admit responsibility and pay the civil penalty.

1. You may pay the amount listed on the bond envelope and mail in your payment. Do not send cash through the mail.
2. You may also pay by Visa or MasterCard by mail or phone.
3. You may appear on your scheduled court date and pay the civil penalty. The clerk will take your payment and issue a receipt.
4. You may appear on your scheduled court date to admit the violation with an explanation to the judge. The court will consider the explanation in determining the civil penalty.

You can pay the amount in person or by mail (**no personal checks**), or online at: www.justicetrac.com for credit card payments.

All civil penalties are due in full on or before the scheduled appearance date.

If you do not pay your penalty in full on or before the scheduled court date, you must request a time payment plan and prove you are unable to pay in full. The fines manager will review your financial information and run a credit report to determine your eligibility for an installment plan. There is a \$20.00 time payment fee added to all fines and penalties not paid in full on the same day they are imposed.

FAILURE TO APPEAR OR PAY WILL RESULT IN SERIOUS CONSEQUENCES

Failure to appear will result in an admission of responsibility and judgment will be entered for the State. The court will report the failure to appear to MVD and direct that your license be suspended and remain suspended until the civil penalty is paid in full. A \$20.00 time payment fee and a \$30.00 default fee will be added to the total due.

IF YOU HAVE CRIMINAL TRAFFIC or MISDEMEANOR VIOLATIONS

included on your citation, you must appear before the judge on your scheduled appearance date.

Without seeing the judge, clerical staff can help you with processing the following violations, if you:

- Admit responsibility for driving with expired registration, 28-2532A, and submit proof of renewed registration. The \$572.00 civil penalty can be reduced to \$112.00.
- Provide proof that insurance was in effect on the date the citation was issued, the clerk can process a dismissal of 28-4135.
- Provide proof of a legible driver's license, the clerk can process a dismissal of 28-3169A.
- Deny responsibility and request a hearing, the clerk can schedule the hearing date.
- Admit responsibility and pay, the clerk will take your payment and issue a receipt.