

PLEASE READ

▼▼▼▼▼ If you require ADA accommodations inside the Court building, please call 602-262-6421 at least 3 days prior to your Court appearance. Parking is available in the garage south of the Courthouse at 305 W. Washington. **No weapons, food or drink are allowed in the building. You will be required to pass through a security screening device upon entry.** Appropriate attire is required. Interpreting services are available.

THE FOLLOWING OPTIONS ARE AVAILABLE:

- ▼ Attend Defensive Driving Program (DDP) for dismissal of one eligible charge - (see Page 1).
- ▼ Attend Children Are Priceless Passengers Program (CAPP) for suspended fine on A.R.S. 28-907A charge- (see Page 1).
- ▼ Pay your Fine by Mail, On-line or Phone – (see Page 2).
- ▼ Schedule a Trial/Hearing Date by Mail, FAX or email – (see Page 3). You will be notified by mail of your assigned trial or hearing date within 14 days.

PUT
 FIRST CLASS
 STAMP HERE
 POST OFFICE
 WILL NOT
 DELIVER
 WITHOUT
 CORRECT
 POSTAGE



**CITY OF PHOENIX
 MUNICIPAL COURT
 PO BOX 259650
 PHOENIX AZ 85003-2103**

FROM _____
 STREET _____
 CITY _____ STATE _____
 ZIP _____
 Check box if new address
 COMPLAINT #(s) _____
 Eff. 7/20/11 Rev. 7/11

Please mark appropriate box for faster service:
 Payment only enclosed.
 Letter only enclosed.
 Payment and letter enclosed.



DEFENSIVE DRIVING PROGRAM (DDP)

DDP is a diversion program that can be completed for dismissal of **one** eligible charge on your Arizona Traffic Ticket and Complaint if you meet **all** of the following requirements:

- ▶ A violation code on your Complaint matches one that is marked with an asterisk (*) on the Fine/Sanction Schedule on Page 5.
- ▶ Your traffic charge was **not** issued from an accident involving death or serious physical injury.
- ▶ Your charge has **not** already been paid or set for trial/hearing.
- ▶ You have **not** attended a DDP class for dismissal of a traffic charge received in the State of Arizona within the past two years (violation date to violation date).
- ▶ You do **not** hold a Commercial Driver License (CDL).

ADVANTAGES:

- ▶ You will **not** have to pay a fine **or** go to court for this one charge.
- ▶ This charge will be dismissed, with **no points** against your license.

WHAT MUST I DO?

- ▶ **SCHEDULE** a class **within 7 calendar days** from the date of violation on the complaint. Find an Arizona Supreme Court Certified School by calling 1-888-334-5565 or online: **www.azdrive.com**.
- ▶ If you want to take the Defensive Driving Class in another state, you must **first** contact an Arizona Supreme Court Certified School to coordinate your enrollment.
- ▶ **COMPLETE** the class or your on-line examination **at least 7 calendar days before** your scheduled court appearance. The school will notify the Court of your class completion.

For additional charges written on the same Complaint, you must take appropriate action by your court date (see Page 4).

A.R.S. 28-907A – CHILD PASSENGER RESTRAINT – If you were cited for this violation, you have two options:

1. Purchase a child passenger restraint system (not a booster seat) and mail the receipt indicating date and time of purchase after the complaint was issued and the fine may be reduced to \$0.
2. Complete a CAPP class (see below) and mail, fax, email or bring the Class Completion Certificate to the Court on or before your court date for suspension of the fine.

CHILDREN ARE PRICELESS PASSENGERS PROGRAM (CAPP)

CAPP is a voluntary program available if you were:

- Cited for **not having** a child safety seat in your vehicle.
- Cited for **not using** the child safety seat. You must bring the seat to class for inspection and certification of the seat.

Registration fee is \$25 for the 2-hour class, payable by cash, or money order. No childcare is provided. No children are permitted in class.

To register, call one of the following providers:

- Banner Desert Medical Center 602-230-2273
- Del E. Webb 602-230-CARE
- Mayo Clinic 480-342-0300
- Phoenix Children's Hospital 602-546-CAPP
- St. Joseph's Hospital 602-406-2277 or 1-877-602-4111 Toll Free
- Tempe Police Department 480-350-8376

PAY YOUR FINE BY PHONE, ON-LINE OR MAIL

- ➔ **MATCH** the violation code(s) on your Complaint to the codes listed on the Fine/Sanction Schedule (Page 5) to determine the amount owed.
- ➔ **ADD** a \$27.60 Court Technology Enhancement Fee to the total amount being paid. This fee includes an 84% State mandated surcharge.
- ➔ **PAY YOUR FINE BY PHONE:**
 - Call 602-262-6421, press "0" and an operator will assist you with your American Express, Discover, MasterCard or Visa Debit/Credit card payment.
- ➔ **PAY YOUR FINE BY 24HR DROP BOX:**
 - A 24-hour City payment box is located on the southside of Washington St. between 3rd and 4th Avenues. Allow 2 days for processing these payments
- ➔ **PAY YOUR FINE ON-LINE:**
 - Go on-line after you receive your reminder notice with your case number
- ➔ **PAY YOUR FINE BY MAIL:**
 - Use Check, Money Order or Credit Card. Complete the following steps:
 1. **FILL IN** all information requested below. Print name, address, and date of birth exactly as they appear on the Complaint. Write in the 8 digit *Complaint #* in the boxes below. The *Complaint #* is located on the upper left corner. Circle the *Charge #* and enter the appropriate amount for each charge you are paying (charge numbers 1-5 run vertically down the left side of the Complaint).
 2. **PAY** the TOTAL DUE by check, money order, cashier's check or credit/debit card. Write the *Complaint #* on your payment instrument and make it payable to: City of Phoenix. U.S. Funds only. DO NOT SEND CASH. An \$18 fee will be charged for all check/money orders returned for nonsufficient funds. If payment receipt is required, enclose a stamped, self-addressed envelope.
 3. **DETACH** this completed page and include with your check or money order in the pre-addressed envelope.
 4. **MAIL** the envelope at least 5 working days BEFORE the Court date written above your signature on the Complaint.

Return this completed form with your payment

NAME _____
 ADDRESS _____ APT# _____
 CITY _____ STATE _____ ZIP _____
 DAY PHONE # _____ D.O.B. / / _____

COMPLAINT #

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	CHARGE #	FINE / DEFAULT AMOUNT
Circle the Charge #(s) being paid, enter amount for each charge, add fee(s), then total	1	= \$ _____
	2	= \$ _____
	3	= \$ _____
	4	= \$ _____
	5	= \$ _____
TOTAL FINES		= \$ _____
ADD: \$15 Court Technology Enhancement Fee with 84% State surcharge included		= \$ \$27.60 (Required)
ADD: \$20 late payment fee (after court date)		= \$ _____
TOTAL DUE		= \$ _____

Method of Payment: Check Cashier's Check Money Order
 American Express Discover MasterCard Visa

Payable to: City of Phoenix
 Card Number _____ Exp. Date _____
 Cardholder Name _____ (please print)
 Cardholder Signature _____

REQUEST A TRIAL/HEARING DATE BY MAIL

1. **READ AND SIGN** the following statement:
 I request a trial/hearing to contest the charges indicated below. I enter my plea of **not** guilty/responsible. I understand I am giving up the option of attending a defensive driving class on any charge(s) I have requested a trial/hearing be scheduled.
 SIGN HERE: _____

From your Arizona Traffic Ticket and Complaint:

2. **WRITE** the 8 digit Complaint number in the boxes below. (The Complaint number is located in the upper left corner.)

COMPLAINT #

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3. **CHECK** the Charge number in the box below for **each** charge you are requesting that a trial/hearing be set. (Charge numbers 1-5 run vertically down the left side of the Complaint).

CHARGE #(s):
 Here

1	2	3	4	5

4. **PRINT** the following information:

NAME _____
 ADDRESS _____ APT# _____
 CITY _____ STATE _____ ZIP _____
 DAY PHONE # _____ D.O.B. / / _____

Check here if address has changed from the one listed on above Complaint.

5. **CHECK** one box:
 I **will** be represented by a lawyer.
 I **will not** be represented by a lawyer.

6. **CHECK** box if you or your witness(es) require an interpreter:
 Spanish
 Other (specify language and dialect) _____

7. **DETACH** this page and mail it , fax, or email along with either the complaint or a copy of the complaint. See instructions on envelope flap, page 6.

8. **MAIL** the envelope **at least 5 working days BEFORE the court date** written above your signature on the Complaint. If your request is not received by your court date, a warrant will be issued or default judgment entered and additional fees assessed.

📬 **You will be notified by mail of your assigned trial/hearing date.** You must appear on that date, report directly to your assigned courtroom by the stated time, and be ready to present evidence and examine witnesses in front of the Judge.

📬 You are required to provide the Court with any changes to your home address and daytime and home telephone numbers, until your case has been concluded and all fines and fees have been paid in full.

📬 I you have not received your Court Date Notice by 14 days after your request, call 602-262-6421.

📬 If you will require ADA accommodations inside the Court building, please call 602-262-6421 at least 3 days prior to Court appearance.

YOU MUST BE PREPARED TO PAY ANY FINE IMPOSED ON THE DAY OF YOUR TRIAL/HEARING. The fines imposed by the Court upon conviction of your charge(s) at hearing/trial are subject to the sole discretion of each sentencing judge and may not be the same fine as indicated on the Fine/Sanction Schedule, Page 5. Failure to pay or make arrangements to pay will result in your account being referred to a Collection Agency and your delinquent status being reported to a Credit Bureau. Additional fees will be due. Your AZ Income Tax refund may be intercepted and you may not be permitted to renew your Vehicle Registration. Failure to appear will result in additional monetary penalties, Driver License suspension, and/or the issuance of a Warrant for your arrest on a criminal charge.

GENERAL INFORMATION

▶ YOU MAY FOLLOW ONE OF THE OPTIONS BELOW IF:

All the violation codes on your Complaint appear on the Fine/Sanction Schedule (Page 5) **AND** your complaint was not a result of an accident involving death or serious physical injury.

▶ Here are options to resolve your complaint:

- **Attend a Defensive Driving Class**, if eligible (see Page 1)
- **Pay by Mail, On-line, Phone or 24HR DROP BOX** (see Page 2)
- **Request a Hearing/Trial** by mail (see Page 3)
- **Appear in Court** on your Court Date

▶ YOU MUST APPEAR IN COURT ON THE COURT DATE AND TIME LISTED ON YOUR COMPLAINT IF:

Any violation code on your Complaint does NOT appear on the Fine/Sanction Schedule (Page 5) **OR** your complaint was issued as a result of an accident involving death or a serious physical injury.

Fine Amounts listed on the Fine/Schedule (Page 5) apply only **if paid on or before your court date**.

▶ Appear in Court if **Warrant** appears in the **Pay After Court Date** column (Page 5).

▶ IF FULL PAYMENT IS NOT RECEIVED BY YOUR COURT DATE, YOU MUST:

- Pay a \$40 Default Fee for each **civil charge** in addition to the Fine Amount (included in the **Pay After Court Date** column in the Fine/Sanction Schedule on Page 5).
- Add one **\$20 Late Payment Fee** to the Total Amount Due (Page 2).

A.R.S. 28-645A3A & 28-647.1 — State law requires all persons to attend and successfully complete Traffic Survival School (TSS) who are found responsible for a red light or flashing red light violation, unless they are eligible and attend Defensive Driving School (see Page 1). If you are required to attend TSS, you will receive notice from Motor Vehicle Division (MVD).

A.R.S. 28-2532A — **NO PROOF OF REGISTRATION** – Mail or fax proof of current AZ registration and fine may be reduced to \$132. Send check/money order or provide credit/debit card information at same time you mail, fax or email proof of registration.

A.R.S. 28-3169A — **NO DRIVER LICENSE IN POSSESSION** – Will be dismissed with proof of driver license valid ON DATE AND TIME COMPLAINT WAS ISSUED.

A.R.S. 28-3321 — **JUVENILE WITH MOVING VIOLATION** – State law requires any person under the age of eighteen who holds a driver permit or license and found responsible for a moving civil traffic violation, as a first time offense to attend and successfully complete Traffic Survival School.

A.R.S. 28-4135 — **NO PROOF OF INSURANCE** – Carries a fine ranging from \$960 to \$1,880 and a driver license/vehicle registration suspension ranging from 3 months to 12 months. MVD will notify you of the suspension start/end dates by mail to your last address on file with MVD.

You may mail, fax, or email proof of insurance if your vehicle was insured on the DATE AND TIME COMPLAINT WAS ISSUED, **AND** if proof is received by the Court by the court appearance date on your complaint. (see page 6)

IF VEHICLE INSURANCE WAS NOT IN EFFECT AT THE TIME OF THE VIOLATION, YOU MUST APPEAR IN COURT.

To be considered for a reduced fine and waiver of driver license and vehicle registration suspensions by the Court:

- (1) You must bring a copy of your driving record obtained from one of the AZ Motor Vehicle Division (MVD) offices. On-line copies of your driving record will NOT be accepted by this Court.
- (2) Your driving record must show you do NOT have a prior conviction of A.R.S. 28-4135 within the past 24 months or NOT MORE THAN ONE such conviction within the past 36 months. Note: these time frames are calculated from prior violation date to current violation date.
- (3) You must bring proof of purchase of six (6) months current insurance. The proof you submit may be verified with your insurance company by the Police Department.

IMPORTANT INFORMATION IF YOU ARE DRIVING ON A SUSPENDED LICENSE A.R.S. 28-3473

1) Contact AZ Motor Vehicle Division (MVD) to determine complaint(s) remain unpaid and result in suspension of your driver license. 2) Pay complaint(s) in full at the court where they are located. 3) Take proof of payment to MVD office and pay reinstatement fee to obtain your driver license. 4) Bring your reinstated driver license to this Court on the court date listed on your complaint.

FINE/SANCTION SCHEDULE

Fines include State mandated surcharge

Violation Code	Pay by Court Date	Pay After Court Date
28-448A	\$.153	\$.193
*28-644A1 and 28-644A2	\$.184	\$.224
*28-645A3A (see Page 4)	\$.243	\$.283
*28-645A3B and 28-645A3C	\$.184	\$.224
28-645A3D	\$.153	\$.193
28-646A2 and 28-646B	\$.153	\$.193
*28-647.1 (see Page 4) and 28-647.2	\$.184	\$.224
*28-651	\$.184	\$.224
*28-701A (under the limit - 9 mph over)	\$.184	\$.224
(10-15 mph over)	\$.194	\$.234
(16-20 mph over)	\$.214	\$.254
(21+ mph over)....(can attend driving school if eligible or must appear in court)		
28-702.01A (56-65 mph)	\$.68	\$.108
*28-702.01C (66 mph +)	\$.184	\$.224
*28-704A thru 28-706B	\$.184	\$.224
*28-709 (0-9 mph over)	\$.184	\$.224
(10-14 mph over)	\$.202	\$.242
(15+ mph over)....(can attend driving school if eligible or must appear in court)		
*28-721A thru 28-736B	\$.184	\$.224
*28-737A	\$.408	\$.448
*28-751 thru 28-776A	\$.184	\$.224
*28-792A and 28-792B	\$.184	\$.224
28-793A thru 28-793C	\$.153	\$.193
28-796A thru 28-796C	\$.153	\$.193
*28-797H and 28-797I	\$.262	\$.302
28-813A thru 28-815B	\$.153	\$.193
*28-815D	\$.184	\$.224
28-816 thru 28-817C	\$.153	\$.193
*28-851A thru 28-856.3	\$.184	\$.224
*28-857	\$.500	\$.540
*28-891A thru 28-897	\$.184	\$.224
*28-903A thru 28-904A	\$.184	\$.224
28-907A (see Page 1)	\$.132	\$.172
28-909A1 thru 28-909B	\$.58	\$.98
28-921A1A thru 28-954E	\$.153	\$.193
28-955A thru 28-955.01B	\$.224	\$.264
28-956 thru 28-965	\$.153	\$.193
28-966C thru 28-981.2	\$.153	\$.193
28-1093 thru 28-1097	Must Appear	
28-1098A and 28-1098B	\$.224	\$.264
28-1100E thru 28-1100F	\$.316	Warrant
28-1104C	\$.1,052	Warrant
28-1142A	\$.1,052	Warrant
28-2008 thru 28-2060E	\$.153	\$.193
28-2152C	\$.224	\$.264
28-2153A thru 28-2153B2	\$.153	\$.193
28-2158C thru 28-2164.3	\$.153	\$.193
28-2322	\$.592	Warrant
28-2354A1 thru 28-2354B3	\$.153	\$.193
28-2532A (see Page 4)	\$.592	\$.632
28-3151A thru 28-3157B	\$.153	\$.193
28-3169A (see Page 4)	\$.153	\$.193
28-3174D thru 28-3174E	\$.178	\$.218
28-3475	\$.153	\$.193
28-4135A thru 28-4135C	(see Page 4)	
28-4139A	\$.500	\$.540
28-4625A thru 28-4631	\$.153	Warrant
28-4663A1 thru 28-4663B	\$.153	\$.193
28-5008C	\$.184	Warrant
28-5241.A1 thru 28-5241.A2	Must Appear	
28-5241.B1 thru 28-5241.B2	Must Appear	
28-5437	Must Appear	
28-5861	\$.184	Warrant
*36-43 thru 36-57.01	\$.184	\$.224
36-57.02D	\$.86	\$.126
*36-58	\$.184	\$.224
36-59	\$.153	\$.193
*36-60 and 36-61	\$.184	\$.224
36-62	\$.184	\$.224
*36-63	\$.184	\$.224
36-64A thru 36-64D	\$.184	\$.224
*36-65	\$.184	\$.224
36-66 thru 36-72	\$.153	\$.193
36-74 thru 36-75	\$.153	\$.193
36-77 thru 36-78	\$.153	\$.193
*36-79 thru 36-81	\$.184	\$.224
36-86 thru 36-88.03	\$.184	\$.224
36-90 thru 36-131	\$.153	\$.193

* May attend Defensive Driving Program (see Page 1)