

# MARICOPA COUNTY JUSTICE COURTS

Visit us at [justicecourts.maricopa.gov](http://justicecourts.maricopa.gov)

## COURT HOURS

Monday through Friday  
8:00 AM to 5:00 PM

Except legal holidays observed by Maricopa County

See back of envelope or visit our website for court locations & addresses.

You have just received a traffic complaint and this guide explains your options. You must respond to the court or if eligible, use one of the options on or before the date and time indicated on your traffic complaint.

**CRIMINAL VIOLATIONS** – Failure to appear for a criminal violation will result in an additional misdemeanor charge of failure to appear in the second degree and warrant issued for your arrest. Additional fines and penalties may be incurred.

**WARNING** - Failure to respond to your complaint may result in the following enforcement actions: suspension of your driving privilege, prevention of your ability to renew vehicle registration, assessment of additional fees, tax refund interception, and the use of a collection agency.

**UNDER AGE 18** - If you are under age 18, you **must** appear in court with a parent or guardian on or before the date and time listed on your complaint.

For Civil Traffic Violations, choose one of the 3 options below on or before your court date.

## YOUR OPTIONS

- Attend Defensive Driving School
- Plea "Responsible" to violations
- Plea "Not Responsible" to violations

**\*\*If you have multiple violations on your civil traffic complaint, you will need to indicate your choice for each violation.**

## List of Violations, Payment Amounts, and Class Eligibility

### RED LIGHT VIOLATIONS 28-645A3A or 28-647.1

The penalty amount is \$179.25. If you plea responsible or are found responsible for this charge, MVD will direct you to attend Traffic Survival School at your expense in addition to paying the court fine.

### CHILD PASSENGER RESTRAINT

**28-907A or 28-907B** – The penalty amount is \$137.00. If the vehicle was not equipped with a child restraint, the fine will be suspended in accordance with state law if you provide the court with proof that you have installed an acceptable child restraint.

**VEHICLE REGISTRATION 28-2532A** - If you do not provide proof of registration to the court, the penalty amount is \$582.00. If your vehicle was not properly registered when you received your complaint and you register it before appearing in court, the penalty amount will reduce to \$137.00.

### NO DRIVER LICENSE IN POSSESSION

**28-3169 A** – If you provide proof of valid driver license at the time of the violation, the charge will be dismissed. Otherwise the penalty amount is \$155.00.

**PROOF OF INSURANCE 28-4135A, 28-4135B, or 28-4135C** - If the vehicle you were driving **was** insured at the time of the violation, please mail or bring proof to the court and the charge will be dismissed. **If the vehicle you were driving was not insured at the time of the violation**, you must appear in court on or before the date and time listed on your complaint. Penalties range from \$938.00 to \$1828.00 and a driver license and vehicle registration suspension ranging from 3 months to 12 months. The court may waive the license suspension and the monetary penalty if proof that a six month vehicle insurance policy has been purchased and the person presents to the court an MVD record showing no insurance violations within the last 24 months or one violation within the last 36 months.

## Plea by Mail, Walk-In, Online Options

**MAIL** - Complete this form and mail it with payment AND a copy of your complaint at least five (5) days prior to court date.

**WALK-IN** – Appear in Court on court date and time indicated. Bring any proof at this time, if applicable.

**ONLINE** - Visit us and pay at [justicecourts.maricopa.gov](http://justicecourts.maricopa.gov)  
**Complaint Number** (top of complaint)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_

( ) Responsible ( ) **For violation A I plea (check one)**  
( ) Not Responsible ( ) Driving Class

( ) Responsible ( ) **For violation B I plea (check one)**  
( ) Not Responsible ( ) Driving Class

( ) Responsible ( ) **For violation C I plea (check one)**  
( ) Not Responsible ( ) Driving Class

( ) Responsible ( ) **For violation D I plea (check one)**  
( ) Not Responsible ( ) Driving Class

( ) Responsible ( ) **For violation E I plea (check one)**  
( ) Not Responsible ( ) Driving Class

**PAYMENT AMOUNT** for violations pled Responsible/Guilty to:

\$ \_\_\_\_\_ Violation A

\$ \_\_\_\_\_ Violation B

\$ \_\_\_\_\_ Violation C

\$ \_\_\_\_\_ Violation D

\$ \_\_\_\_\_ Violation E

\$ \_\_\_\_\_ If payment will reach the court after your court date add \$50.00 for required default and time payment fees.

\$ \_\_\_\_\_ **Total** amount of payment.

For amounts owed please enclose a check or money order, or provide credit card information. DO NOT send cash.

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

**IMPORTANT:** I understand if I request but fail to appear for my hearing, I will be found responsible by default, and if I elect to attend Defensive Driving Class, I waive my right to a hearing. I certify that I am 18 years of age or older.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Effective: 1-1-2019**

### Option 1 Enrolling and Attending Defensive Driving School

You may be eligible to attend an Arizona Supreme Court certified defensive driving school diversion course instead of paying the penalty on a moving violation **if you meet all of the following criteria:**

- You have **not** attended a defensive driving school in the last 12 months (based on violation date).
- Your complaint does not involve an accident that resulted in a serious injury or death of any persons.
- You do not possess a Commercial Driver's License (CDL)
- If you are under age 18, you **must** appear in court with a parent or guardian on or before the date and time listed on your complaint.

**OUT OF STATE RESIDENTS** - You may be eligible to participate in this program and attend a class on the internet or attend at a location that is closer to your home.

For a list of authorized Arizona Supreme Court certified defensive driving schools call **1-888-334-5565** or visit the website at: **azdrive.com**. You must enroll promptly to ensure completion of the class **at least 7 days prior to the court date** listed on your complaint. If you cannot attend a class at least 7 days prior to your court date, you must contact or come to the court on or before your court date to request an extension.

\*\*Remember, if there is more than (1) charge listed on your civil complaint, you may only attend a defensive driving class for only one violation instead of paying the court penalty.

\*\*If you have multiple violations on your civil complaint, you will need to indicate your choice for each violation.

### Option 2 Pleading Responsible Agreeing to Pay the Traffic Complaint

If you do not wish to contest the violations listed on your civil complaint and you would like to plea "Responsible", you must choose an option listed below.

- To pay online: go to [justicecourts.maricopa.gov](http://justicecourts.maricopa.gov) You will need to enter your driver's license number and name as it appears on the complaint. (Payments may take up to 24 hours to process)
- To pay by mail: Visit [justicecourts.maricopa.gov](http://justicecourts.maricopa.gov) for specific traffic citation violation penalty amounts. Complete and mail the form from this leaflet, a copy of complaint and payment in the envelope provided. Please allow **5 days prior to the court date** for mailing to avoid late charges.
- Appear on your court date: Appear in court on the date and time listed on your complaint. Inform the court of your decision to plead "Responsible" The court will advise you of the fine amounts for each charge and you will be required to pay the court by the end of the day. **If you are unable to pay**, you may be eligible for a payment plan or payment alternatives. Please contact the court for more information. Do not ignore your responsibility to pay, as this may result in additional penalties and costs to you.

**WARNING** - Failure to pay timely or failure to appear in court – a \$30.00 default fee and a \$20.00 time payment fee will be added to the total amount you owe. Other enforcement actions may also be taken as listed in the "Warning" on the front of this leaflet. **If you fail to appear in court, your driving privileges in the State of Arizona will be suspended.**

\*\*If you have multiple violations on your civil complaint, you will need to indicate your choice for each violation.

### Option 3 Pleading Not Responsible (Request To Challenge the Traffic Complaint)

If you believe that you are not responsible for having committed the alleged violations OR you would like to provide testimony to the court regarding the violations, you will need to enter a plea of "Not Responsible". When you plead "Not Responsible", the court will schedule your case for a hearing at a later date where the citing officer will tell the judge why he or she cited you and you can tell the judge why you feel you were not responsible for the violation(s). You may question the officer and any witnesses during the hearing. The judge will determine if you are "Responsible" or "Not Responsible". To enter a plea of "Not Responsible" and schedule a hearing, choose one of the options listed below.

- Mail the form from this leaflet to the court indicating the violations you wish to plead "Not Responsible" and the court will mail you notification of your hearing date.
- Appear in court at the time and date listed on your complaint. Advise the court of your decision to plead "Not Responsible" for any violation(s). The court will schedule your hearing for a later date when you and the citing officer will appear.

Failure to appear in court on your hearing date will result in a default judgment for any violations listed on the complaint that have been unanswered and a \$30 default fee and a \$20 time payment fee will be added to the penalty total amount.

**WARNING** - If you request a hearing to contest a charge, you waive your opportunity to participate in the Defensive Driving Program for that charge.

**WARNING** – If you are found responsible at the conclusion of a hearing, the judge may impose a fine amount higher or lower based upon the facts presented in the case.