

## **GILBERT MUNICIPAL COURT • 55 E. CIVIC CENTER DR. STE 101 • GILBERT AZ 85296**

Phone (480) 635-7800 • Fax (480) 635-7815 • [www.gilbertaz.gov/court](http://www.gilbertaz.gov/court)

Hours: 8:00 a.m. to 5:00 p.m. • Monday thru Friday, Si necesita ayuda en Español, favor de llamar al 480-635-7800 y oprima el #1.

**For all CIVIL TRAFFIC Violations, please read this entire document before calling the court.**

You have been charged with a traffic offense. Next to each charge on your citation, the officer has indicated whether the charge is *civil* or *criminal*. **If you have received a *criminal* charge, you must appear in court** in person on the date and time listed on your citation or a warrant could be issued for your arrest. *This sheet contains information for civil traffic charges only.*

When you are charged with a civil traffic violation, you may have **three options**:

1. **Attend a Defensive Driving School class to have one moving violation dismissed.**
2. **Plead Not Responsible and set the case to a civil traffic hearing.**
3. **Plead responsible and pay the sanction(s).**

If you do not complete option 1 or option 3 *before* the court date listed on your citation, **YOU MUST APPEAR IN COURT ON THE LISTED DATE**. Failure to respond to the citation may result in suspension of your driving privileges, referral to a collection agency, and imposition of additional monetary penalties. If you need special accommodations for your court appearance due to a disability, call the number listed above as soon as possible.

### **OPTION 1 – ATTEND DEFENSIVE DRIVING SCHOOL**

If you meet ALL of the following criteria, you may attend Defensive Driving School as a diversion program:

- you have been charged with a moving violation;
- you have not attended a defensive driving school for an Arizona violation within the past twenty-four months of your current violation;
- you *do not* have a commercial drivers license;
- you *have not* been involved in an accident involving serious physical injury;
- your case has not been set for a civil traffic hearing.

**You may only select this option for ONE moving violation on your citation.** If you choose this option you will not owe fines to the Court but you must pay a registration fee to the driving school. *If you complete the class at least 7 days before your court date*, the charge will be dismissed and no conviction will appear on your driving record. **You do not need to appear in court for that violation. To select this option**, you must call **1-888-334-5565** or visit <http://www.supreme.state.az.us/driveschoolinfo/> to determine which defensive driving school you may attend and what the fee is for the school. *If you intend to attend the defensive driving school but do not complete it prior to the court date, you must appear on your court date and you may request an extension in person.* If you need special accommodations for a defensive driving class, please notify the school's registration personnel at the time of your registration.

### **OPTION 2 - PLEAD NOT RESPONSIBLE AND CONTEST THE CHARGE(S) AT A CIVIL TRAFFIC HEARING**

If you want to contest the charge(s) on your citation, **you must**:

- **appear in person** on the court date listed on the citation (if you are under 18 yrs old, a parent must accompany you to court), and
- **request a hearing date** (please note that the hearing will take place on a future court date), and
- **appear in person** on the hearing date; failure to appear for a scheduled court date could result in license suspensions, default judgments, and additional civil penalties.
- **be prepared to pay fines in full** on the hearing date if you are convicted; the judge will determine the amount.

\*NOTE: You will **lose the option of attending defensive driving school**, if your charge is set for a hearing.

### **OPTION 3- PLEAD RESPONSIBLE AND PAY THE FINE**

If you exercise this option, the conviction may appear on your driving record and you will waive your right to a hearing and to appeal the conviction or sanction. This Court is required to report convictions for moving violations and no insurance violations to the Motor Vehicle Department, which may then impose additional consequences upon your driving privileges. To enter a plea of responsible and pay online without appearing in court, simply go to the Gilbert Municipal Court webpage [www.gilbertaz.gov/court](http://www.gilbertaz.gov/court) and follow the instructions provided. If you pay online using Visa, MasterCard or Discover card, a convenience fee of 3.5% + \$2.50 will be charged.

You may also enter a plea of responsible either:

- **in person** by appearing on the court date listed on your citation; or
- **in person** by appearing *before* your court date on any **Friday between 8:00 am and 10:00 am**; or
- **in writing** by completing and signing this document and filing it with the court *before your court date*.

If you exercise this option, the law requires you to **pay the sanction amount(s) in full at the time you plead responsible**. To determine the presumed fine amount, please find the "Violation Code(s)" listed on your citation on the graph on the reverse side of this page. The Gilbert Municipal Court accepts the following forms of payment for civil traffic sanctions: cash, *only if* presented in person at court (DO NOT MAIL), personal checks, money orders and cashier checks, Payable to the Gilbert Municipal Court. **Credit cards are accepted on the court website and at the court, but not by mail – convenience fees apply.**

To request payment plans, show proof of insurance or registration, or show proof of a child car seat you **must**:

- **appear in person** on the court date listed on your citation OR
- **appear in person** on any **Friday between 8:00 am and 10:00 am** to see the judge *prior to* your scheduled court appearance.

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