

**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)**

Si necesita ayuda en Español, favor de llamar al 480-635-7800 y oprima el #1.

**Please read this entire document before calling the court.**

You have been charged with violating a Non-Criminal Ordinance. This card contains information regarding your options in relation to the alleged offense(s). There are two options available to you for the citation you have received. If you have multiple charges on your citation, you will need to indicate your choice for *each* charge.

If you do not complete option 1 or option 2 *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 default judgment, referral of sanctions to a collection agency, and imposition of additional monetary penalties. If you need special accommodations for your appearance at court due to a disability, please call the number listed above as soon as possible.

**OPTION 1 • PLEAD RESPONSIBLE AND PAY THE FINE**

If you exercise this option, you are admitting responsibility for the violation(s) and the Court will enter a judgment of “Responsible.”

You may 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 the reverse side of this document and filing it with the court *before your court date*.
- **Online at [www.gilbertaz.gov/court](http://www.gilbertaz.gov/court)**

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 amount, see the schedule below. The Gilbert Municipal Court accepts the following forms of payment:

- cash, *only if* presented in person at court (DO NOT MAIL CASH)
- personal check, money order, cashier check **payable to the Gilbert Municipal Court.**
- 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.

To request a payment plan, 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 prior to your scheduled court appearance.**

**SANCTION SCHEDULE:**

(Mandatory surcharges are included in these amounts)

**MC 62-67 thru 62-71 (Parking Violations).. \$158.00**

**MC 62-72 (Disabled Parking Violation..... \$178.00**

**Park Violations 46-31 thru 46-86; ULDC Violations; Other Unlisted Code Violations**

**1<sup>ST</sup> OFFENSE.....\$259.00 - \$263.00**

**2<sup>ND</sup> OFFENSE..... \$619.00 - \$623.00**

**3<sup>RD</sup> OFFENSE..... \$984.00 - \$988.00**

**GMC Sec. 46-45. Enforcement by park rangers.** the regulations set forth in this article, the Gilbert park codes of conduct and any other ordinances adopted by the council which are applicable in or to Gilbert parks may be enforced by Gilbert park rangers. Gilbert park rangers shall have authority to issue citations or to file civil code infraction complaints for violations of this article and other ordinances. (Ord. No. 2217, ss1, 2-10-09)

(over)

**IF YOU WISH TO PLEAD RESPONSIBLE WITHOUT APPEARING IN COURT**, complete the following information, file this card with the Court, and pay your fines in full *before the court date listed on your citation*. Filing by mail, fax, or the court's 24-hour drop box is permitted. **YOU MAY NOT SELECT THIS OPTION AFTER THE COURT DATE LISTED ON YOUR CITATION HAS PASSED**. If the date has passed, you must appear in court immediately.

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Complaint Number** (box on upper left corner of citation): \_\_\_\_\_

**Violation Date** (box on middle of left side of citation): \_\_\_\_\_

**Sanctions** (circle each charge to which you wish to plead responsible and write the fine amount:

A: \$ \_\_\_\_\_

B: \$ \_\_\_\_\_

C: \$ \_\_\_\_\_

D: \$ \_\_\_\_\_

E: \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

**Date of Payment:** \_\_\_\_\_

I hereby waive the right to a civil hearing and enter my plea of **responsible** to the charge(s) circled above. I have paid the fines in full prior to the court date listed on my citation.

**Defendant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **OPTION 2 • PLEAD NOT RESPONSIBLE AND CONTEST THE CHARGE AT A CIVIL 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, 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 default judgments and additional civil penalties.
- **be prepared to pay fines in full** on the hearing date if you are convicted; the hearing judge will determine the amount and due date.

### **FREQUENTLY ASKED QUESTIONS**

**1. How do I change my court date?** File a **written request** with the Court *before* your court date. Filing is permitted in person, by mail and by fax, 480-635-7815. Include your name, current address and phone, the complaint number, and the reason for your request.

**2. I missed my court date; what should I do?** Contact the court immediately.

**3. How can I get a payment plan?** Appear on the court date listed on your citation **OR** appear on any **Friday before your court date between 8:00 am and 10:00 am** to see the judge. A \$20 time payment fee will be added if a payment plan is authorized.

**4. How soon may I appear in court after receiving my ticket?** You must wait at least 7 days from the violation date to appear in court.

**5. If I am under 18 years of age and I want to appear in court, do I have to bring a parent to court with me?**  
YES