

PLEASE READ

▼▼ The Phoenix Municipal Court is located at 300 W. Washington, Phoenix, AZ 85003-2103.
 ▼▼ Business hours: 8:00 am - 5:00 pm, Monday – Friday, excluding legal holidays. If you come to Court, bring your complaint copy.
 ▼▼ If you were cited into court on a weekend or holiday, you must appear no later than the next court business day.
 ▼▼ **CALL 602-262-6421 for Court Information in English or Spanish, or to make credit/debit card payments. Have your complaint copy available when you call. FAX 602-534-3628. For deaf or hard-of-hearing, TTY # is 602-495-0733.**
 ▼▼ If you require ADA accommodations inside the Court building, please call 602-262-6421 at least 3 days prior to Court appearance.
 ▼▼ Reduced rate parking is available in the garage south of the courthouse at 305 W. Washington. Take your parking garage ticket to the Information Booth in the Court lobby for validation.
 ▼▼ Appropriate attire is required. Interpreting services are available.
 ▼▼ **No weapons are allowed in the building. You will be required to pass through a security screening device upon entry.**

GENERAL INFORMATION

▼ **Attend Defensive Driving Program (DDP)** for dismissal of one charge - (see Page 1).
 ▼ **Attend Children Are Priceless Passengers Program (CAPP)** for suspended fine - (see Page 1).
 ▼ **Pay your Fine by Mail or by Telephone** – (see Page 2). A 24-hour City payment box is located on the south side of Washington St., between 3rd and 4th Avenues. Allow 2 days for processing these payments.
 ▼ **Schedule a Trial/Hearing Date by Mail** – (see Page 3). You will be notified by mail of your assigned trial or hearing date.

THE FOLLOWING OPTIONS ARE AVAILABLE:

FROM _____

STREET _____

CITY _____ STATE _____

ZIP _____

Check box if new address

COMPLAINT #(s) _____

Eff. 12/1/09

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

CITY OF PHOENIX
 MUNICIPAL COURT
 PO BOX 25650
 PHOENIX AZ 85008-25650

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 by calling an Arizona Supreme Court Certified school at 1-888-334-5565 or online: www.supreme.state.az.us/driveschoolinfo/.
- ▶ 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 some 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 after date and time complaint was issued and fine may be reduced to \$0.
2. Complete a CAPP class (see below) and mail, fax, 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. You will have a chance to obtain a new child safety seat at the class.
- 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 hospitals:

- Banner Samaritan 602-230-2273
- Del E. Webb 623-214-4397
- Maryvale Hospital 1-877-977-4968 *Toll Free*
- Mayo Clinic 480-342-0300
- St. Joseph's 602-406-2277
- Tempe St. Luke 480-350-8376

PAY YOUR FINE BY MAIL/PHONE

1. **READ AND SIGN** the following statement:
I hereby waive my right to trial/hearing, enter a plea of guilty/responsible, and consent to judgment imposing the prescribed fine/sanction.

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. **MATCH** the violation code(s) on your Complaint to the codes listed on the Fine/Sanction Schedule (Page 5) to determine the amount owed.
4. **ADD** a \$27.60 Court Technology Enhancement Fee to the total amount being paid. This fee includes an 84% State surcharge, and applies whether payment is made by mail, phone, or in person.
5. **★ E-Z PAYMENT:** Pay by phone with American Express, Discover, MasterCard, or Visa. Call 602-262-6421, press "0" and an operator will assist you. (You can STOP here)
6. **FILL IN** all information requested below. Print name, address, and date of birth **exactly** as they appear on the Complaint. 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).
7. **PAY** the TOTAL DUE by check, money order, cashier's check, or credit/debit card. Write the Complaint # on your check. U.S. funds only. DO NOT SEND CASH. An \$18 fee will be charged for all checks/money orders returned for nonsufficient funds. If payment receipt is required, enclose a stamped, self-addressed envelope.
8. **DETACH** this completed page and place it, along with your payment and either the Complaint copy or a photocopy, in the pre-addressed envelope.
9. **MAIL** the envelope **at least 5 working days BEFORE** the court date written above your signature on the Complaint.

IF FULL PAYMENT IS NOT RECEIVED BY YOUR COURT DATE, you must pay one \$20 late payment fee, plus a \$40 default fee **for each civil charge** (use Pay After Court Date column on Page 5). If the account remains unpaid, it will be referred to a Collection Agency; your delinquent status will be reported to a Credit Bureau; your AZ Income Tax can be intercepted; MVD may not permit you to renew your Vehicle Registration; and additional fees will be owed. Your Driver License may also be suspended, and a Warrant will be issued for your arrest on a criminal charge.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAY PHONE # _____ D.O.B. _____ / _____ / _____

	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
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 those charges that 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 _____

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 place it, along with either the Complaint copy or a photocopy, in the pre-addressed envelope provided, or fax this completed page to 602-534-3628.
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.

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. 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.



OPTIONS

Here are options to resolve your complaint:

- **Attend a Defensive Driving Class**, if eligible (see Page 1)
- **Pay by Mail, Phone, Web or In-Person** (see Page 2)
- **Request a Hearing/Trial** by mail (see Page 3)
- **Appear in Court** on your Court Date

GENERAL INFORMATION

▶ YOU MAY FOLLOW ONE OF THE OPTIONS ABOVE 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 or serious physical injury.

▶ 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 Page 5 apply only **if paid on or before your court date** by Mail, Phone, Web, or In-Person **without** a required court appearance. The fines imposed by the Court upon conviction of your charges at hearing/trial are subject to the sole discretion of each sentencing judge and may not be the same fine amount as indicated on the Fine/Sanction Schedule, Page 5.

A \$27.60 Court Technology Enhancement Fee must be added to the total amount being paid. Mandatory state surcharges of 84% are included in Fine/Sanction Schedule (Page 5).

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

- Appear in Court if **Warrant** appears in the **Pay After Court Date** column (Page 5).
- 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 reduced to \$119. Send check/money order or provide credit/debit card information at same time as mailed or faxed 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 is adjudged to have committed a moving civil traffic violation, as a first time offense, must attend and successfully complete Traffic Survival School.

A.R.S. 28-4135 - NO PROOF OF INSURANCE – Carries a fine ranging from \$947 to \$1,867 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 known address on file with MVD.

You may mail 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.

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 what 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 your first court date listed on your complaint.

FINE/SANCTION SCHEDULE**

Violation Code	Pay by Court Date	Pay After Court Date
28-448A\$140\$180
*28-644A1 and 28-644A2\$171\$211
*28-645A3A (see Page 4)\$230\$270
*28-645A3B and 28-645A3C\$171\$211
28-645A3D\$140\$180
28-646A2 and 28-646B\$140\$180
*28-647.1 (see Page 4) and 28-647.2\$171\$211
*28-651\$171\$211
*28-701A (under the limit - 9 mph over)\$171\$211
(10-15 mph over)\$181\$221
(16-20 mph over)\$201\$241
(21+ mph over)....(can attend driving school if eligible or must appear in court)		
28-702.01A (56-65 mph)\$ 55\$ 95
*28-702.01C (66 mph +)\$171\$211
*28-704A thru 28-706B\$171\$211
*28-709 (0-9 mph over)\$171\$211
(10-14 mph over)\$189\$229
(15+ mph over)....(can attend driving school if eligible or must appear in court)		
*28-721A thru 28-736B\$171\$211
*28-737A\$395\$435
*28-751 thru 28-776A\$171\$211
*28-792A and 28-792B\$171\$211
28-793A thru 28-793C\$140\$180
28-796A thru 28-796C\$140\$180
*28-797H and 28-797I\$249\$289
28-813A thru 28-815B\$140\$180
*28-815D\$171\$211
28-816 thru 28-817C\$140\$180
*28-851A thru 28-856.3\$171\$211
*28-857\$171\$211
*28-891A thru 28-897\$171\$211
*28-903A thru 28-904A\$171\$211
28-907A (see Page 1)\$119\$159
28-909A1 thru 28-909B\$ 45\$85
28-921A1A thru 28-954E\$140\$180
28-955A thru 28-955.01B\$211\$251
28-956 thru 28-965\$140\$180
28-966C thru 28-981.2\$140\$180
28-1093 thru 28-1097 Must Appear
28-1098A and 28-1098B\$211\$251
28-1100E thru 28-1100F\$303 Warrant
28-1104C\$1,039 Warrant
28-1142A\$1,039 Warrant
28-2008 thru 28-2060E\$140\$180
28-2152C\$211\$251
28-2153A thru 28-2153B2\$140\$180
28-2158C thru 28-2164.3\$140\$180
28-2322\$579 Warrant
28-2354A1 thru 28-2354B3\$140\$180
28-2532A (see Page 4)\$579\$619
28-3151A thru 28-3157B\$140\$180
28-3169A (see Page 4)\$140\$180
28-3174D thru 28-3174E\$165\$205
28-3475\$140\$180
28-4135A thru 28-4135C(see Page 4)
28-4139A\$487\$527
28-4625A thru 28-4631\$140 Warrant
28-4663A1 thru 28-4663B\$140\$180
28-5008C\$171 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\$171 Warrant
*36-43 thru 36-57.01\$171\$211
36-57.02D\$ 73\$113
*36-58\$171\$211
36-59\$140\$180
*36-60 and 36-61\$171\$211
36-62\$171\$211
*36-63\$171\$211
36-64A thru 36-64D\$171\$211
*36-65\$171\$211
36-66 thru 36-72\$140\$180
36-74 thru 36-75\$140\$180
36-77 thru 36-78\$140\$180
*36-79 thru 36-81\$171\$211
36-86 thru 36-88.03\$171\$211
36-90 thru 36-131\$140\$180

* May attend Defensive Driving Program (see Page 1)

** Fine includes 84% State mandated surcharge