

FLAGSTAFF MUNICIPAL COURT
15 N. BEAVER STREET
FLAGSTAFF, AZ 86001
(928) 774-1401
FAX (928) 556-1284

EFFECTIVE DATES:
January 1, 2019, through
September 30, 2019

NOTICE TO ALL DEFENDANTS: FAILURE TO RESPOND TO THIS CITATION WILL RESULT IN THE SUSPENSION OF YOUR DRIVING PRIVILEGES AND HOLDS ON YOUR VEHICLE REGISTRATION(S).

NOTICE TO JUVENILES: IF YOU ARE UNDER 18 YEARS OF AGE YOU MUST APPEAR IN COURT AND BE ACCOMPANIED BY A PARENT OR GUARDIAN ON THE DATE LISTED ON YOUR CITATION. YOU CANNOT USE THIS FORM.

IMPORTANT NOTICE: IF YOU HAVE BEEN CITED FOR 28-645A3A, OR ARE UNDER AGE 18 (FIRST OFFENSE - MOVING VIOLATION), YOU MAY BE ELIGIBLE TO ATTEND DEFENSIVE DRIVING SCHOOL (DDS) AND HAVE THE VIOLATION DISMISSED. IF YOU CHOOSE NOT TO ATTEND DDS AND ARE FOUND RESPONSIBLE YOU WILL BE ASSIGNED BY THE MOTOR VEHICLE DIVISION (MVD) TO ATTEND A TRAFFIC SURVIVAL SCHOOL (TSS) CLASS WHEN MVD RECEIVES NOTICE OF THE VIOLATION.

CRIMINAL TRAFFIC: IF YOU WERE ISSUED A CITATION FOR A CRIMINAL TRAFFIC VIOLATION YOU MUST APPEAR IN COURT ON THE ARRAIGNMENT DATE LISTED ON YOUR COPY OF THE CITATION (FAILURE TO DO SO WILL RESULT IN A WARRANT BEING ISSUED FOR YOUR ARREST). YOU CANNOT USE THIS FORM.

DEFENDANTS 18 YEARS OF AGE OR OLDER: IF YOU ARE 18 OR OVER AND HAVE RECEIVED A CIVIL TRAFFIC CITATION YOU HAVE THREE OPTIONS OUTLINED IN THIS BROCHURE, PLEASE READ THEM OVER CAREFULLY BEFORE YOU RESPOND.

BICYCLE SAFETY PROGRAM: IF YOU RECEIVED A CIVIL TRAFFIC CITATION FOR AN OFFENSE OTHER THAN 28-645A3A WHILE RIDING A BICYCLE AND WOULD LIKE TO ATTEND A BICYCLE SAFETY CLASS INSTEAD OF PAYING THE FINE, YOU **MUST** CONTACT THE FLAGSTAFF MUNICIPAL COURT ON OR BEFORE THE COURT DATE INDICATED ON YOUR CITATION. YOU MAY NOT ATTEND THE CLASS IF THE VIOLATION INVOLVED A COLLISION OR IF YOU HAVE ATTENDED WITHIN THE PAST YEAR OF THE VIOLATION DATE. CALL (928) 213-3367 TO REGISTER FOR THE CLASS.

ON OR BEFORE YOUR COURT DATE YOU MUST:

OPTION 1

ENTER A PLEA OF RESPONSIBLE – See the fine schedule on the back of this form to determine the sanction amount for the violation(s). If the sanction amount is not listed, please call the court. A payment can be made in the following ways:

- Online at www.azcourtpay.com
- By mail or drop box at the court entrance; please complete the “Payment by Mail” section and attach to a check, money order, cashier’s check or your credit card number, where indicated.
- Credit card over the phone by calling the Flagstaff Municipal Court at (928) 774-1401
- In person at the Flagstaff Municipal Court front counter

OPTION 2

ENTER A PLEA OF NOT RESPONSIBLE - If you wish to contest your citation before a City Magistrate and you are unable to appear on or before your appearance date to enter your plea of not responsible, please follow the instructions below:

1. See the fine schedule on the back of this form to determine the deposit amount. If the deposit amount is not listed, please call the court.
2. Write in the complaint number that appears at the top of the citation, along with the count number(s) you are contesting (A through E): _____
3. Check the Not Responsible statement on the following page.
4. Mail this form to the Flagstaff Municipal Court and a copy of your citation. **This must be received by the court prior to your appearance date.** If your address is different than what is listed on the citation please include a current address where notice of your hearing date can be sent. **You should receive notice of your hearing date within 10 days. If you do not, contact the court immediately.**

OPTION 3

DEFENSIVE DRIVING PROGRAM - The defensive driving school (DDS) is a course on techniques for safer driving and is offered in person or online. Once completed, your citation will be dismissed and **NO POINTS** will be assessed to your MVD driving record. Program eligibility includes:

1. The citation **must** be for a **moving civil traffic** violation.
2. There **must not** have been an accident involving death or serious physical injury.

3. You **must not** have attended a DDS within the last year (violation date to violation date).
4. You **must not** have a CDL license.
5. You **must** contact the court **on or before your court date** to inform them of your intentions.

Registration information is available at: <http://www.azdrive.com> or 1-888-334-5565

Payment is made directly to the traffic school and the fee for the class is set by the traffic school. Please have your copy of the citation ready when contacting.

LATE PAYMENT PENALTY

If you fail to appear or pay the fine on or before your court date, a default judgment will be imposed along with a \$30 late payment penalty and \$50 default fee. Notice will be sent to MVD suspending your driving privileges until the amount of the fine, plus penalties, is satisfied.

ADDITIONAL ENFORCEMENT AND PENALTIES

Continued failure to pay will result in holds being placed on all vehicles registered in your name, additional penalties being assessed and reporting of any outstanding amounts to collection services as well as the Arizona Department of Revenue for interception of any balance on your tax returns or state lottery winnings.

ONLINE PAYMENT

www.azcourtpay.com

PAYMENT BY MAIL

Complaint number(s) _____

I do not wish a hearing in this matter and am entering a plea of responsible to the above listed complaint(s).

Signature: _____

I am entering a plea of not responsible to the above listed complaint(s). I hereby request a hearing date. I further understand that I am relinquishing my right to attend a defensive driving program (OPTION 3).

Signature: _____

Address: _____

City: _____ ST: ____ Zip: _____

Phone number: _____

Check, money order or cashier's check is payable to the "City of Flagstaff." For payment via credit card, please complete the information below:

Visa MasterCard Discover

Card # _____

DATE TOTAL AMOUNT EXP DATE

NAME OF CARD HOLDER

SIGNATURE OF CARD HOLDER