

MARICOPA COUNTY JUSTICE COURTS

Visit us at 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. 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 suspension of your driver license, an additional misdemeanor charge of failure to appear in the second degree, and a warrant issued for your arrest (*contact the court to inquire about virtual appearances*). Additional fines and penalties may be incurred.

WARNING - Failure to respond to your complaint may result in the following enforcement actions: default judgment entered and reported to the Arizona Motor Vehicle Division, prevention of your ability to renew vehicle registration, assessment of additional fees, tax refund, lottery and gaming interception, and the use of a collection agency.

UNDER AGE 18 - If you are under age 18, you must appear in court (*contact the court to inquire about virtual appearances*) with a parent or guardian on or before the date and time listed on your complaint.

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

YOUR OPTIONS

- Plead “Responsible” to violation(s)
- Plead “Not Responsible” to violation(s)
- Attend Defensive Driving School at least seven days prior to your court date.

****If you have multiple violations on your civil traffic complaint, you will need to indicate a 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 \$180.00. If you plead 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 \$137.50. If the vehicle was not equipped with a child restraint, you may provide the court proof that you have installed an acceptable child restraint and the fine will be suspended in accordance with state law.

VEHICLE REGISTRATION 28-2532A - If you do not provide proof of registration to the court, the penalty amount is \$585.00. If you provide proof of current registration to the court, the violation will be dismissed.

NO DRIVER LICENSE IN POSSESSION

28-3169A – If you provide proof of a valid driver license at the time of the violation, the charge will be dismissed. Otherwise the penalty amount is \$155.50.

PROOF OF INSURANCE 28-4135A, B, OR C - 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 (*contact the court first to inquire about virtual appearances*). Penalties range from \$943.00 to \$1838.00 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 minimum six-month vehicle insurance policy has been purchased and the person presents to the court an MVD driver license record showing no insurance violations within the last 24 months or one violation within the last 36 months.

PROOF OF INSURANCE 28-4135B, OR 28-4135C ONLY - If the vehicle you were driving was insured at the time of the violation, please provide proof to the court and the charge will be dismissed.

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 days prior to court date.

WALK-IN – Appear in court on the court date and time indicated on your citation (*contact the court to inquire about virtual appearances*). Bring any proof at this time, if applicable.

ONLINE – See below to pay with credit or debit card.

Complaint Number (located on top of your complaint)

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone # _____

For violation **A** I plead:
 Responsible Not Responsible Driving Class

For violation **B** I plead:
 Responsible Not Responsible Driving Class

For violation **C** I plead:
 Responsible Not Responsible Driving Class

For violation **D** I plead:
 Responsible Not Responsible Driving Class

For violation **E** I plead:
 Responsible Not Responsible Driving Class

Enter amounts for violations to which you plead “responsible”:

\$ _____ Violation **A**
 \$ _____ Violation **B**
 \$ _____ Violation **C**
 \$ _____ Violation **D**
 \$ _____ Violation **E**
 \$ _____ (Additional \$50 required by law for default and time payment fees **if** payment will reach the court **after your court date**)

\$ _____ **Total payment**

Enclose a check or money order. DO NOT mail cash.
See below to pay online by credit or debit card.

IMPORTANT: I understand that if I request a hearing (video, phone, or in person) but fail to appear I will be found responsible by default, and that if I attend Defensive Driving School I waive my right to a hearing. I certify that I am 18 years of age or older.

Signature _____ Date _____



Pay your civil traffic violations with card by scanning the QR code or visiting:

justicecourts.maricopa.gov

Revised: 3-27-2023

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 are age 18 or over. If you are under 18 you must appear with a parent or guardian on or before the court date and time listed on your complaint (*contact the court to inquire about **virtual appearances***).
- You are a Commercial Driver License (**CDL**) holder cited while driving a non-commercial vehicle.*

***CDL holders** – After successful completion of an Arizona certified defensive driving program, the court is required to forward the record of judgment to the Arizona Motor Vehicle Division; however, no points are assessed to the driver's record.

IMPORTANT: You may attend a defensive driving class for **only one** of the violations instead of paying the court penalty. You must choose a plea on the others.

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.

The Arizona Supreme Court maintains a list of certified defensive driving schools. You may visit www.azdrive.com and enroll online or access the list by calling **1-888-334-5565**. Enroll promptly to ensure completion of the class **at least 7 days prior to the court date** listed on your complaint. If you cannot complete class in time, you must contact the court on or before your court date to request an extension.

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 plead "Responsible", you must choose an option listed below.

- Pay online: go to justicecourts.maricopa.gov. You will need to enter your driver license number and name exactly as it appears on the citation. Payments may take up to 24 hours to process.
- Pay by mail: visit justicecourts.maricopa.gov for specific traffic citation violation penalty amounts. Complete and mail the attached form, a copy of the 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: attend court on the date and time listed on your complaint (*contact the court to inquire about **virtual appearances***). 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 that day**, 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 respond to the court will result in a \$30 default fee and a \$20 time payment fee added to the total amount you owe. Other enforcement actions may also be taken as listed in the "Warning" on the front of this page. **If you fail to appear in court, a default judgment will be entered against you and reported to the Arizona Motor Vehicle Division.**

**If your civil traffic ticket/complaint lists multiple violations you will need to indicate a 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 violation(s) 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 page to the court indicating the violation(s) where 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 (*contact the court to inquire about **virtual appearances***). 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 violation(s) 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.