



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

COURT APPEARANCE INFORMATION SHEET TRAFFIC AND MINOR OFFENSE

BEFORE YOUR COURT APPEARANCE:

If you are appearing in court today, you will be given an ***Acknowledgment of Constitutional Rights*** (SDSC Form #CRM-022) and a ***Personal Information Sheet*** (SDSC Form #ADM-274). **READ AND SIGN BOTH FORMS NOW.**

WHY ARE YOU APPEARING IN COURT?

If you wish to enter a plea on your case, you may plead:

- **GUILTY OR NO CONTEST** (A plea of no contest is **not** an admission of guilt, but allows sentencing as though a guilty plea was entered).
 - You may be ordered to pay a fine and/or fees which will be due today. See reverse for payment options.
 - A conviction will be recorded.
 - If you have a financial hardship and can show that you are unable to pay the full amount for the offenses on your traffic ticket, you may request the court consider your ability to pay in setting or reducing the fine amount, or requesting an installment payment plan or community service. You may submit the request in writing or you may appear in court to make this request. An appointment is required to appear in court.
- **NOT GUILTY**
 - Your case will be set for a future trial date.
 - You may be required to post bail for appearance.

If you wish to submit proof of correction of a correctable charge:

Have your proof of correction ready and give it to the bailiff along with the completed forms noted above.

- A \$25 dismissal fee, per VC 40611, may be ordered for each dismissed charge and will be due today.

If you wish to request traffic school:

Not all charges are eligible for traffic school and it is up to the judicial officer to determine if you may attend. If you are ordered or allowed to attend traffic school, you will need to enter a guilty or no contest plea today.

- A \$52 fee will be added to any fines and/or fees. The entire amount will be due today. See reverse for payment options.
- Traffic Schools also charge a fee. This is in addition to court fees.
- You will be given time to complete traffic school. It is your responsibility to complete it by the due date. The traffic school will electronically notify the court of your completion.

If your case has been referred to a collection agency:

An additional civil assessment may have been added to the amount due and a "hold" may have been placed on your driver license.

- **Failure to Appear:** Any "hold" will be released following your court appearance.

**IT IS YOUR RESPONSIBILITY TO ENSURE YOUR DRIVING PRIVILEGE HAS BEEN REINSTATED.
CONTACT THE DEPARTMENT OF MOTOR VEHICLES FOR INFORMATION.**

**BE SURE TO ASK ALL OF YOUR QUESTIONS BEFORE YOU LEAVE THE COURTROOM. UPON THE
CONCLUSION OF YOUR COURT APPEARANCE YOU MAY NOT BE RE-ADMITTED TO THE COURTROOM.**

SEE REVERSE FOR POST-COURT APPEARANCE INFORMATION.



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AFTER YOUR COURT APPEARANCE:

Report directly to the Bail Office, Room 201, and be seated to **WAIT FOR YOUR PAPERWORK**. You will be called to the counter when your paperwork is ready.

IF YOU DO NOT WAIT FOR YOUR PAPERWORK, YOU WILL NOT BE ADVISED OF A FUTURE HEARING/DUE DATE, TODAY'S COURT ACTION MAY BE REVERSED, AND THE COURT MAY ORDER A WARRANT FOR YOUR ARREST, CIVIL ASSESSMENT AND/OR A DRIVER LICENSE SUSPENSION

If the court ordered any fines and/or fees today, they are due immediately. You may:

- Pay today with no additional fee.
- Request time to pay with an additional fee of \$30 or \$35.

If you are unable to make a scheduled court ordered fine payment due to financial hardship, you may do any of the following:

1. Request a 30-day extension to pay (maximum two extensions) by phone or mail.
2. Appear at the Traffic Business Office and:
 - a. Request a 30-day extension to pay;
 - b. Request community service/volunteer work for up to half the total fine; and/or
 - c. Request a payment plan, or reduction in payment amount (if above \$35/month)
3. Request a courtroom appearance to ask the court to consider your ability to pay. (An appointment is required to appear in court.
4. File or mail a written explanation of your financial hardship and inability to pay to the court. The court will mail you a response to that request. Any prior orders in your case requiring payment will remain in effect until the court rules on your request.

Fines and Fees

Payments may be made:

- Online at www.sdcourt.ca.gov. Select "Traffic" from the tool bar, then "Make Payments on Court-Ordered Fine."
- Anytime via Express Drop Box at 8950 Clairemont Mesa Blvd, San Diego, CA 92123.
- During business hours via Payment Booth at 8950 Clairemont Mesa Blvd, San Diego, CA 92123.

HAVE YOUR CASE NUMBER AVAILABLE AND INCLUDE IT ON ANY CORRESPONDENCE.

If you previously failed to appear and/or failed to pay and your case was referred to a collection agency, you will be assisted by a representative of the collection agency following your court appearance.

For more information or to inquire regarding payment arrangements, contact:

Cases in Collection

AllianceOne Receivables Management, Inc.
 P.O. Box 1012
 Southeastern, PA 19398
 Tel. No.: (877) 541-8420 Fax: (215) 396-7255
www.payaoi.com

GC Services
 P.O. Box 7820
 Baldwin Park, CA 91706
 Tel. No.: (800) 727-5848 Fax: (626) 851-8206
 E-mail: CACSS@gcserv.com
www.courtpay.gcserv.com

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8 Hour Traffic School

If you have been allowed to attend and complete traffic school, the school you attend will notify the court electronically of your completion of traffic school. You must complete traffic school by the due date on your court minute order. Reassignments cannot be administratively granted. If traffic school is **NOT** completed by the due date on your court minute order, the DMV will be notified of the conviction which will **NOT** be held confidential. A non-confidential conviction may have an adverse impact on your automobile insurance and driving record. Visit www.dmv.ca.gov and search "Traffic School List" for a list of DMV-approved traffic schools.

HAVE THE COURT CODE (37480), YOUR CASE NUMBER, AND YOUR DRIVER LICENSE NUMBER AVAILABLE WHEN YOU ENROLL.

16 Hour Traffic School

If you have been ordered to attend and complete the classroom-based repeat traffic offender program you will be given a program referral sheet following your court appearance. You must submit acceptable proof of completion in person in Room 207, or by mail on or before the due date on your court minute order. If ordered as an enhancement, the court will notify the DMV of the conviction.

HAVE YOUR CASE NUMBER AVAILABLE AND INCLUDE IT ON ANY CORRESPONDENCE.