



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

COURT APPEARANCE INFORMATION SHEET TRAFFIC AND MINOR OFFENSE

READ THIS DOCUMENT BEFORE YOU APPEAR IN COURT

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.** The bailiff will ask you for the signed form **before** your case is called.

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.
 - If you have a financial hardship and can show that you are unable to pay the full amount owed on your case, you may request that the court consider your ability to pay in setting the fine amount or to request community service in lieu of the fine. You may make this request in court (an appointment to appear in court is required) or provide the court with a written explanation of your financial hardship. Documents may be mailed, filed with the clerk in the Traffic Business Office, or placed in the Express Drop Box in the lobby of the court listed on your ticket. For additional information and other payment options, see the Payment Options and Financial Hardship Information page on the court's website at www.sdcourt.ca.gov/traffic.
 - A conviction will be recorded.
- **NOT GUILTY**
 - Your case will be set for a future trial date.
 - You may demand a speedy trial (*trial will be set within 45 days from today*) or you may waive a speedy trial (*trial will be set more than 45 days from today*).
 - 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 proof of correction transaction fee, per Vehicle Code section 40611, may be ordered for each dismissed charge and is expected to be paid 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 request to attend traffic school, you will need to enter a guilty or no contest plea today.

- A \$52 Traffic School Fee will be added to the fine. The entire amount is expected to be paid to the court today. See reverse for payment options.
- All Traffic Schools charge a separate fee upon enrollment. 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 completion.

If your case has been referred to a collection agency:

A 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 CONTACT THE DEPARTMENT OF MOTOR VEHICLES TO ENSURE YOUR DRIVING PRIVILEGE HAS BEEN REINSTATED.

BE SURE TO ASK ALL OF YOUR QUESTIONS BEFORE YOU LEAVE THE COURTROOM. AFTER 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 by name to review your paperwork.

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 AND/OR A CIVIL ASSESSMENT.

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

- Pay today.
- Request time to pay.

For additional payment options and financial hardship information, see the Payment Options and Financial Hardship Information page on the court's website at www.sdcourt.ca.gov/traffic.

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

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

8 Hour Traffic School

If you have been ordered or allowed to attend and complete traffic school, the school you attend will notify the court electronically of 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.