

SURPRISE CITY COURT

Eff 01-01-21

16081 N. Civic Center Plaza Suite 105, Surprise, Arizona 85374 (623) 222-4800

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You can obtain case information as well as links to legal resources at www.surpriseaz.gov/court. Each person who enters the Court building will go through a security screening procedure, with the assistance from a Court Security Officer. No weapons of any type are allowed in the Court building. **For the safety of court visitors and employees, all persons entering the courthouse will be required to wear a face mask or face cover and be subjected to a body temperature check.**

You have just received a traffic ticket and this document will explain your options or go to: www.surpriseaz.gov/court for more information. Be sure to read both sides of your traffic ticket. You must respond to the court in person or, if eligible, use the options below, **on or before** the date and time indicated on your traffic ticket. If the violation is a **Criminal** offense, you **MUST** appear in court on your court date.

If you are required to pay fines, penalties, fees or other financial obligations as a result of a judgment of this court and you are unable to pay, bring this information to the attention of court staff or the judge because payments over time or other alternatives may be available. Do not ignore your responsibility to pay, as this may result in additional penalties and costs. For more information contact the court, an attorney, or go to: www.surpriseaz.gov/court.

By providing your cell phone number you are granting permission to receive texts and other communication regarding court dates, pending payments and other relevant information about your case. Normal text and SMS rates may apply. Please contact the court if you want to opt out of this service.

If you have received a **civil traffic ticket**, your options are detailed within this document. You may choose one of three options, or you may appear on or before the date and time shown on your civil traffic ticket to resolve your case. If you have multiple violations on your civil traffic ticket, you will need to indicate your choice for each violation. If you are unable to resolve your case on or before the court date given to you by the officer, you may submit a motion for a continuance at www.surpriseaz.gov/court.

❖ OPTION 1 - ATTEND DEFENSIVE DRIVING SCHOOL

Attending Defensive Driving School (DDS) allows **one** moving violation to be dismissed without going to court, paying a court fine, having points assessed for that charge, and, for a Red-Light Violation, will not require mandatory Traffic Survival School through MVD. You are eligible to attend DDS if:

- You have not attended DDS for a violation that occurred within 12 months of the currently alleged violation,
 - Your traffic charge did not result from an accident involving death or serious physical injury, and
 - You are not requesting a Civil Traffic Hearing on that charge.
 - If you hold a Commercial Driver License (CDL) but were driving a vehicle requiring a Class D or M license and the vehicle was not being used for commercial purposes. If the CDL holder complete DDS, the violation will be reported to MVD but points will not be assessed on your record.
- A.R.S. §§ 28-3392(A)(2)(b) and 28-3394.01(A).

DDS Registration Instructions: Call the DDS information line at 1-888-334-5565 (automated response only) or visit www.azcourts.gov/drive/defensive-driving-schools to determine which DDS school you may attend and the fee for the school. You must complete DDS (whether online or in person) at least 7 days prior to your court date. Once you register, if you need more time the school can grant one 45-day extension. If you need an additional extension, you must file a motion with the court at www.surpriseaz.gov/court.

FAILURE TO COMPLETE THE DEFENSIVE DRIVING CLASS MAY RESULT IN A DEFAULT JUDGMENT AND/OR YOUR DRIVER LICENSE SUSPENSION AND ADDITIONAL MONETARY PENALTIES.

❖ OPTION 2 - PAY ON-LINE, OR BY MAIL

Waive your right to a hearing, enter a plea of responsible, and pay the fine. You do not have to appear in court. **The full payment must be received by your scheduled court date.** We suggest allowing at least 5 days for mailed payment. Payment can be made online at www.surpriseaz.gov/court. If you intend to plead responsible but cannot afford to pay the full amount of court fines and fees, you may request a payment plan by calling (623) 222-4838.

1. READ AND SIGN (If paying by mail) the following statement: I hereby waive my right to a hearing, enter a plea of responsible, and consent to judgment imposing the prescribed fine:

Signature

2. To pay online visit: www.surpriseaz.gov/court or, in person with check, money order, or cashier's check made payable to Surprise City Court.

If paying by mail, complete this form and enclose it with your payment along with a copy of the ticket.

THE FULL PAYMENT MUST BE RECEIVED BY YOUR SCHEDULED COURT DATE. FAILURE TO DO SO MAY RESULT IN A DEFAULT JUDGMENT AND DRIVER LICENSE SUSPENSION WITH ADDITIONAL MONETARY PENALTIES BEING IMPOSED.

❖ OPTION 3 - REQUEST A HEARING BY MAIL OR EMAIL

At your hearing, you may bring witnesses and you will have the opportunity to present your case before a judge. By requesting a hearing, you give up your right to attend Defensive Driving School for the charge.

1. READ AND SIGN the following statement: I hereby request a hearing to contest the violations indicated below. I hereby enter my plea of not responsible. I understand that I am giving up the option of attending a Defensive Driving Class for those violations for which I have requested a hearing.

Signature

Parent's Signature (required if younger than 18)

Persons under the age of 18 appearing in court must be accompanied by parent or guardian.

1. Indicate below, the violation(s) for which you are requesting a hearing. The numbers/letters run vertically down the left side of the ticket.

(A)1 _____ (B)2 _____ (C)3 _____ (D)4 _____ (E)5 _____

2. Check if applicable:

___ I will be represented by an attorney.

___ I will need an interpreter. (Language): _____

3. Place this form along with a copy of your ticket and mail at least five business days before your scheduled court date. You will be notified of your assigned hearing date by mail or email. You must appear on that date and be ready to present evidence and examine witnesses in front of a Judicial Officer. **FAILURE TO APPEAR MAY RESULT IN A DEFAULT JUDGMENT AND DRIVER LICENSE SUSPENSION WITH ADDITIONAL MONETARY PENALTIES IMPOSED.** If you are found responsible, all fines must be paid at the conclusion of your hearing unless you qualify for a payment plan.

❖ **OPTION 2 OR 3 (MAIL), WRITE THE TRAFFIC TICKET NUMBER BELOW:**

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AND provide the following information:

Name _____			
Address _____	City _____	State _____	ZIP _____
Phone _____	Email _____		

❖ **TO CALCULATE WHAT YOU OWE IN FINES:**

Refer to the **FINE SCHEDULE** in next column. List amount in Fine Amount column below. If your court date has passed, add 1 (one) Default Fee of \$50 per ticket (not violation), plus 1 (one) \$20 Time Payment Fee. The court date is above your signature on the ticket. Pay the Grand Total amount under the Total Fine column. PLEASE DO NOT SEND CASH.

FINE AMOUNT	Total Fine
Violation 1 (A) \$ _____	\$ _____
Violation 2 (B) \$ _____	\$ _____
Violation 3 (C) \$ _____	\$ _____
Violation 4 (D) \$ _____	\$ _____
Violation 5 (E) \$ _____	\$ _____
Municipal Court Enhancement Fee	\$ 29.19
\$20 Time Payment, if applicable	\$ _____
\$50 Default Fee, if applicable	\$ _____
GRAND TOTAL	\$ _____

Municipal Court Enhancement Fee is per local ordinance. Add one (1) per traffic ticket not each violation.

****28-448A - Failure to Update Address:** If you provide valid proof of address change filed with MVD, the Court will waive the fine. To complete this process and obtain documentation, visit: www.servicearizona.com

*** A.R.S. 28-645A3A & 28-647.1 – Red-Light Violations:** Persons found responsible or entering a plea of responsible for red-light traffic control signals, including flashing stop signals violations, will be ordered by the Motor Vehicle Division to attend and successfully complete Traffic Survival School or suffer suspension of driving privileges.

A.R.S. 28-907A – Child Passenger Restraint: If you have been cited for “failure to use,” the fine is \$137.00. (OR) To receive \$0 fine before your scheduled court date: Mail proof of subsequent purchase of child restraint system (OR) Attend CHILDREN ARE PRICELESS PASSENGERS PROGRAM (CAPP).

A.R.S. 28-2532A – No Vehicle Registration: \$582.00. If you provide proof of current registration, fine will be reduced to \$137.00.

*****28-3151A & 28-3222** The Court will waive the fine with valid proof of current privilege to drive.

A.R.S. 28-3169A – No Driver License in Possession: Dismissed upon proof of driver license valid on the date and time of the violation. Provide a copy of **both front and back** of your driver license. Mail or Email a legible copy to motion@surpriseaz.gov.

A.R.S. 28-3482A – Driving on Suspended License (civil): Dismissed upon proof of license reinstatement from MVD.

A.R.S. 28-4135B & C – No Proof of Insurance: A violation results in a mandatory fine of \$938 and suspension of your license and registration.

However, if before or on your appearance date you provide proof of insurance that was valid on the **DATE** and **TIME** the ticket was issued, the violation will be dismissed. If you did not have insurance on the violation date, the fine may be reduced and the suspension waived IF you provide the Court (1) proof that you purchased a six-month insurance policy; and (2) a copy of your driving record indicating you have not been found responsible under 28-4135 within the past 24 months (or not more than once in the past 36 months).

FINE SCHEDULE

Below are VIOLATION CODES with fine amounts that include mandatory state surcharges and assessments. Find the violation code(s) that corresponds to the one written on your ticket. If full payment is NOT RECEIVED by the court date on your Ticket, add one **\$20 Time Payment Fee** (per A.R.S. § 12-116), plus one **\$50 Default Fee** (per city ordinance). If your payment is late, it may result in a Default Judgment, Driver License Suspension, and additional monetary penalties.

Violations Eligible for Defensive Driving School		Violations NOT Eligible for Defensive Driving School	
28-644A1 & 28-644A2	210.00	28-448A**	170.00
28-645A1 & 28-645A1B	210.00	28-645A2B & A3D	210.00
28-645A3A* A3B, & A3C	230.00	28-646A2 & B	170.00
28-645B & 28-645C	210.00	28-793A & 28-795	210.00
28-646A1	170.00	28-907A & B	137.00
28-647.1* & 28-647.2	210.00	28-909A1, A2 & B	65.80
28-651	210.00	28-2008 & 28-2058A2B	170.00
28-701A	210.00	28-2153A, B1 & B2	170.00
0-9 mph over speed limit	210.00	28-2158C	170.00
10-15 mph over speed limit	230.00	28-2354A1 to 28-2354B3	170.00
16-20 mph over speed limit	250.00	28-2532A	582.00
21-29 mph over speed limit	300.00	28-3151A & 28-3222***	170.00
28-701E	210.00	28-3169	170.00
28-702.01C	74.70	28-3480B	170.00
28-702.04B	210.00	28-3482A	170.00
28-704A & 28-704C	210.00	28-4135A, B & C (1 st Offense)	938.00
28-705 & 28-706A, 28-706B	210.00	28-4139A	493.00
28-709A1 & A2 & 28-710A & B	210.00		
28-721A to 28-792B	210.00		
28-794.1, 2, 3	210.00		
28-815D	210.00		
28-797F & 28-797G	210.00		
28-797H & 28-797I	305.63		
28-851A-D & 28-852 & 28-854B	210.00		
28-855B & 28-855C	210.00		
28-856.1, 2, 3	210.00		
28-857A1; A2	493.00		
28-891A & B	210.00		
28-914A1A, A1B, A2 (1 st Offense)	181.50		

Instrucciones En Español:

Si usted necesita asistencia adicional en español, favor de llamar a (623) 222-4800