OPTION 1: PAY THE FINE BY MAIL-7) days prior to the court date listed on your complaint. I hereby waive my right to a hearing, lose the privilege to attend Defensive Driving School, and do not have to appear in court. The court will enter a responsible plea and will report the finding to MVD and points may be assessed to your driving record for any moving violations. **Effective 07/10/24-Per TC 3.10.170(F) Any Responsible Plea shall include a $25 Court Security Fee to each case.**

_____
Defendant Name (Please Print)

_____
Address

_____
City, State Zip Code Phone Number

_____
Defendant Signature Date

Note: If you plead responsible for Red Light Violation, 28-645A or 28-647, Motor Vehicle Division (MVD) will require you to attend Traffic Survival School (TSS). However, if you are eligible for Defensive Driving School and complete the class, the violation will be dismissed and MVD will not require you to attend TSS.

COMPLAINT/CITATION NUMBER

CHARGE	**FINE AMOUNT**
A._____	$_____
B._____	$_____
C._____	$_____
D._____	$_____
+ Court Security Fee	**$ 25.00**
TOTAL AMOUNT DUE	**$**_____

IF YOU ARE REQUIRED TO PAY FINES, PENALTIES, FEES OR OTHER FINANCIAL OBLIGATIONS BECAUSE OF A JUDGEMENT OF THIS COURT AND YOU ARE UNABLE TO PAY, BRING THIS INFORMATION TO THE ATTENTION OF THE COURT. YOU MAY BE ELIGIBLE TO BE PLACED ON A PAYMENT PLAN.

METHOD OF PAYMENT – Check, (Payable to: Sahuarita Municipal Court) or Online payments can be made at www.sahuaritaaz.gov (no cash unless in person)

A $25.00 fee will be added for returned checks for non-sufficient funds.
NOTE: A $6.00 fee will be added to the total of payment for use of the online payment option.

Detach and Mail this page with a copy of your complaint in the envelope provided.

OPTION 2: ATTEND DEFENSIVE DRIVING SCHOOL (DDS)

Arizona statutes allow you to remove one traffic violation from your driving record once every 12 months by completing Defensive Driving School (DDS). You must enroll and complete DDS seven (7) days prior to the court date listed on your complaint.

To determine eligibility, go to
www.azdrive.com
Or call 1-888-334-5565.

OPTION 3: REQUEST A HEARING BY MAIL

If you choose to deny responsibility for the violation(s) you may request a court hearing by mail. We must receive your request **on or before the court date** listed on your complaint.

If you request a hearing you give up the option of attending Defensive Driving School (for that violation).

You may voluntarily post a deposit (cashier's check or money order) in the amount of the fine and fees to ensure your license is not suspended should you fail to appear on your scheduled hearing date. (Follow payment instructions under PAY THE FINE BY MAIL) but submit Option 3 Form. If the Judge rules in your favor at the hearing your deposit will be returned to you.

Read and Sign the following statement: I plead NOT RESPONSIBLE to the charge(s) listed on my complaint and request the court set a hearing date. I give up my option to attend Defensive Driving School. I understand that my failure to appear at the hearing may result in a default judgment for all civil charges.

You will be contacted by mail notifying you of the date and time of your scheduled hearing. It is your responsibility to keep your address current with the Court.

COMPLAINT/CITATION NUMBER

_____
Defendant Name (Please Print)

_____
Defendant Signature Date

_____
Address

_____
City State Zip Code

_____
Phone Number

Detach and Mail this page with a copy of your complaint in the envelope provided.

Traffic Violations- **INFORMATION INSERT AND PAYMENT FORM**

Sahuarita Municipal Court
360 W. Sahuarita Center Way
Sahuarita, Az. 85629
O: 520-344-7150/F: 520-344-7151
Website: www.sahuaritaaz.gov

Business Hours
Monday – Friday, 8 a.m. – 5 p.m.
Payments accepted until 4:30 p.m. daily

Read this information carefully.
You may be able to resolve your complaint without having to appear in court.

1. If you are charged with a Criminal Traffic, Criminal, or Petty Offense, you MUST appear before a judge at the date and time listed on your complaint. Failure to appear will result in a warrant for your arrest being issued and/or your driving privileges being suspended.

2. If you are a juvenile (under the age of 18) you **MUST** appear with a parent/guardian on your court date.
If you were involved in an accident and were cited, you **MUST** appear in person on your court date.
The following information is available online, see courts webpage at: www.sahuaritaaz.gov

3. If you are an adult charged with **only** civil traffic violation(s), you may:

   A. Pay the fine(s): **See Option 1.**

   B. Attend Defensive Driving School: **See Option 2.**

   C. Request a Hearing: **See Option 3.**

   Failure to appear and/or pay the fine by the appearance date for any Civil Traffic violations will result in your driver's license suspension which will add additional fees to your fine, your driving privilege and vehicle registration suspended and your case will be turned over to a collection agency, which will result in additional fees.

Please visit the courts website below to determine if **Bicycle Diversion** or if a **Civil Traffic Compromise** (For Accident Cases Only) is an option available to you.
www.sahuaritaaz.gov

IF YOU ARE REQUIRED TO PAY FINES, PENALTIES, FEES OR OTHER FINANCIAL OBLIGATIONS AS A RESULT OF A JUDGEMENT OF THIS COURT AND YOU ARE UNABLE TO PAY, BRING THIS INFORMATION TO THE ATTENTION OF THE COURT. YOU MAY BE ELIGIBLE TO BE PLACED ON A PAYMENT PLAN.

Instrucciones en español al reverso