

**SCOTTSDALE CITY COURT (#0751)**  
 3700 North 75<sup>th</sup> Street  
 Scottsdale, Arizona 85251  
 (480) 312-2442 **Effective 9-30-2009**

You can obtain case specific information such as next court date and fine amounts as well as pay your fine by telephone at (480) 312-2442 or online at [www.scottsdaleaz.gov/courts](http://www.scottsdaleaz.gov/courts)

You have just received a traffic complaint and this document will explain your options. Please read this document thoroughly.

Be sure to read both sides of your traffic complaint. 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 complaint.

Your traffic complaint has a check box in the lower right section above your signature. If the **Criminal** box is checked, you **MUST** appear in court on your court date.

**NO FOOD, DRINK, OR WEAPONS OF ANY TYPE ARE ALLOWED IN THE COURT BUILDING.**

If the check box in the lower left section above your signature is checked **Civil**, you have received a **civil traffic complaint** and your options are detailed within this document. You may choose one of four options, or you may appear on or before the date and time shown on your civil traffic complaint to resolve your case. If you have multiple violations on your civil traffic complaint, you will need to indicate your choice for each violation.

- **Option 1 – Attend Defensive Driving School**  
 If you are eligible and you attend, the eligible traffic violation will be dismissed and no points will be placed on your record. You will only pay an enrollment fee to the school. Do not pay the court fine. See Page 2.
- **Option 2 – Pay by Telephone, Online or Mail**  
 Waive your right to a hearing, enter a plea of responsible, and pay the fine. You do not have to appear in court. **Payment must be received by the court prior to your court date.** We suggest allowing at least 5 days for mailed payment. Payment can be made online at [www.scottsdaleaz.gov/courts](http://www.scottsdaleaz.gov/courts) or by phone at (480) 312-2442. See Page 3.
- **Option 3 – Request a Hearing**  
 At your hearing, you may bring witnesses and you will have the opportunity to present your case before a judge. Once the hearing begins, you can no longer attend Defensive Driving Class and if you are found responsible, ALL FINES ARE DUE IN FULL at the conclusion of your hearing. See Page 4
- **Option 4 – Request a Hearing In Absentia**  
 If you are eligible, you may request and receive a hearing that will allow written testimony in lieu of a mandatory court appearance. See Page 5.

**Option 1- ATTEND DEFENSIVE DRIVING SCHOOL**

Attending defensive driving school provides the opportunity to have **one** eligible charge (see page 6) dismissed without: going to court; points assessed for that charge; negative impact on your insurance; and paying a fine for that charge. If you receive an extension for attending school, that extension is only for the eligible charge. You must appear in court or pay the fine(s) for any additional charge(s) on your citation on or within ten days of your appearance date.

You are eligible to attend a defensive driving class if you meet **all of the following requirements:**

1. You have not attended a Defensive Driving Class in Arizona for dismissal of a traffic charge within two years from the previous violation date to the current violation date.
2. Your traffic charge did not result from an accident involving death or serious physical injury.
3. Your traffic charge has not already been set to a hearing.
4. If you are under the age of 18 years of age, you must appear in court with a parent to obtain permission to attend a Defensive Driving Class.

**Effective 09/30/2009**-A commercial driver license holder **OR A DRIVER OF A COMMERCIAL MOTOR VEHICLE THAT REQUIRES A COMMERCIAL DRIVER LICENSE** is not eligible for the defensive driving diversion program. (A.R.S. §28-3392).

**WHAT TO DO:**

1. If you wish to attend a class; in Arizona, in another state, or via online you may do so by contacting one of the state certified schools in Arizona.
2. To find a certified school either:
  - Visit <http://www.supreme.state.az.us/driveschoolinfo/> and look for Defensive Driving School Entry Point and click on Scottsdale City Court.
  - Call the Defensive Driving School information line at: 1-888-334-5565 (automated response only). The City of Scottsdale is located within Maricopa County.
3. You must complete the online program or attend a class at least 7 days before your court date, which is above your signature on the complaint.
4. Once registered, if you find you need more time to complete the class, the school can grant a **one time**, 45 day extension. If you need additional extensions, you will need to contact the court in person.

**Failure to complete the defensive driving class may result in the entry of a default judgment, and/or your driver license suspension, and additional monetary penalties.**

Red Light Violations. Persons found responsible or entering a plea of responsible for red-light traffic control signal violations, including flashing stop signals, will be ordered by the Motor Vehicle Division to attend and successfully complete Traffic Survival School or suffer suspension of driving privileges

**Option 2 - PAY BY MAIL, TELEPHONE, OR ONLINE**

1. **READ AND SIGN** 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

\_\_\_\_\_  
 Parent's Signature (required if less than 18)

Write the traffic complaint number below

--	--	--	--	--	--	--	--

2. See fine schedule on page 6 for fine amount; list amount in Fine Amount column below. If your court date has passed, add the Default Cost of \$40 per charge and the additional \$20 Time Payment Fee. The court date is written above your signature on the complaint. Pay the Grand Total amount under the Total Fine column. **Do not send cash.**

FINE AMOUNT	\$40 Default Cost per charge, if applicable	Total Fine
Charge 1 \$ _____	\$40	\$ _____
Charge 2 \$ _____	\$40	\$ _____
Charge 3 \$ _____	\$40	\$ _____
Charge 4 \$ _____	\$40	\$ _____
Charge 5 \$ _____	\$40	\$ _____
<b>\$20 Time Payment Fee, if applicable</b>		\$ _____
<b>GRAND TOTAL</b>		\$ _____

3. How to pay: Check, money order, or cashier's check s/b made payable to Scottsdale City Court. Pay by phone (480) 312-2442 or online at [www.scottsdaleaz.gov/courts](http://www.scottsdaleaz.gov/courts).

Credit Card Payment: Complete the following information:  
 MasterCard  VISA  American Express

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

Daytime phone \_\_\_\_\_

Place this sheet with your payment, along with your complaint or a copy, in the envelope provided, stamp and mail.

ALL PAYMENTS MUST BE RECEIVED BY THE COURT DATE. FAILURE TO DO SO MAY RESULT IN THE ISSUANCE OF A DEFAULT JUDGMENT AND DRIVER LICENSE SUSPENSION WITH ADDITIONAL MONETARY PENALTIES BEING IMPOSED.

**Option 3 - REQUEST A HEARING**

1. **READ AND SIGN** the following statement:

I hereby request a hearing to contest the charges 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 charges for which I have requested a hearing.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Parent/Guardian Signature (required if less than 18)

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

Write the traffic complaint number below

--	--	--	--	--	--	--	--

2. Indicate below, the charge(s) for which you are requesting a hearing. The numbers run vertically down the left side of the complaint.  
 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_

3. Print the following information:  
 Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Zip Code \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Daytime Phone ( ) \_\_\_\_\_

4. Check if applicable:  
 I will be represented by an attorney.  
 I will need an interpreter.  
 \_\_\_\_\_ (Language)

5. Place this sheet, along with your complaint or a copy, in the envelope provided, stamp and mail at least five working days before your court date.

You will be notified of your assigned hearing date by mail. You must appear on that date and be ready to present evidence and examine witnesses in front of a Hearing Officer.

**YOU MUST BE PREPARED TO PAY ANY FINE IMPOSED THE DAY OF YOUR HEARING. FAILURE TO APPEAR MAY RESULT IN THE ISSUANCE OF A DEFAULT JUDGMENT AND DRIVER LICENSE SUSPENSION WITH ADDITIONAL MONETARY PENALTIES BEING IMPOSED.**

