

AMADOR SUPERIOR COURT

TRAFFIC DIVISION

COURTESY NOTICES

FAQ'S

Where is my Courtesy Notice?

The Court no longer mails out courtesy notices. This policy change will take effect July 1, 2014.

How will I know when to appear?

When you receive a traffic citation, the officer should write your date to appear (the due date) underneath your signature. This is the last date your citation must be resolved by.

Do I have to appear on the date written on the citation?

You are not required to appear, unless your citation involves a mandatory appearance or you want to contest the citation. If you do not have a mandatory appearance or do not want to appear, you may pay the full bail amount to the court on/or before the hearing date. The bail will be accepted as a guilty plea and the case will be closed.

- **Payment through the mail (DO NOT MAIL CASH):** You may send a personal check which has your name imprinted on it, certified bank check, or money order in U.S. funds made payable to: Amador Superior Court.
- **Payment by Credit Card:** (there is a nominal fee for this service): To pay by credit card, visit <https://www.amadorcourt.org/dv-PayNow.aspx> and choose online service. You will be prompted to enter necessary information. You may also call the court during regular business hours and pay via credit card or debit card via telephone.
- **Request Payments:** If you wish to make payments in installments **you must appear at the clerk's office to complete this process.** The Court clerk works with you to complete the Agreement to Pay and Forfeit Bail in Installments (TR-300 Judicial Council Form). This must be filed with the court before your arraignment with a payment of at least 10% of the total fine/bail (this amount will be reflected on the Agreement form). If you choose this option, a \$30.00 Administrative Fee will be added to the total due.

If I have Proof of Correction ticket how do I proceed?

If the officer marked 'not' correctable on your citation, you must appear in Court unless you are paying the full amount of the fine. If one or more of the violations are correctable offenses as marked by the officer, your fine/bail may be reduced by providing proof of correction. The Proof of Correction fee is now \$25.00 per corrected offense. Equipment violations may be signed off by any law enforcement officer and submitted to the court. Driver's license and registration violations may be certified at any DMV office. The Proof of Correction, along with the reduced fine/bail amount, must be received at the same time by the court before your arraignment date.

PROOF OF INSURANCE: If the officer marked 'not' correctable on your citation, you must appear in Court if you wish to contest the alleged violation. If you had insurance at the time of the citation, the clerk can accept the proof of correction. Proof of Insurance, in effect **prior** to the issuance of your citation reduces the fine/bail on that charge to \$25.00. The Proof of Insurance, along with the fine/bail, must be received by the court before your arraignment date.

What will happen if I failed to appear or fail to pay before the hearing date?

Failure to appear at a scheduled hearing or resolve a citation on/or before the due date may result in:

- A DMV hold against your driver's license.
- Imposition of a \$300.00 Civil Assessment in addition to the total fine.

What if I lost the citation the Officer issued?

Allow a minimum of 30 days from the date your citation was issued for processing, then go on line at <https://www.amadorcourt.org/pa/paprod.urd/pamw6500.display> to get your hearing date and additional information about your case.

What if I want a Trial?

- See trials section located under traffic division on <https://www.amadorcourt.org/dv-traffic.aspx#tab2>.