



## **TRAFFIC AND VIOLATIONS**

### **First Appearance or Arraignment**

An arraignment allows you the opportunity to appear in person before the judge to enter your plea in Court. At any time PRIOR to your arraignment date, you may enter your plea in writing. No pleas will be accepted by email or fax. The Judge will set a fine on the charges when you have entered a No Contest plea. Court clerks, by means of general order for the Judge, can review your citation and driving record and reduce the fine amount if you meet the guidelines.

An arraignment date is set at the time you received your citation; this date/time is listed on the bottom of your citation. Arraignments are held on the 3<sup>rd</sup> Wednesday of each month at 9:00 am. Check your citation for the time you are scheduled to appear. If your citation indicates that an appearance is MANDATORY, you must appear before the Judge on the date/time listed on the citation. You do not need to speak directly with the Judge unless your citation indicates a mandatory appearance. However, you do need to take care of your citation on or before your arraignment date.

**If you fail to appear and do not contact the Court within the fourteen (14) days following the scheduled arraignment date, you will be found Guilty by Default. The maximum fine will be imposed, plus a \$100 failure to appear fee will be added to each violation and your license may be suspended. This debt may be assigned to a private collection agency for collection.**