**OPTION 1: PAY THE FINE BY MAIL**

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 Motor Vehicle Division (MVD.) Points may be assessed to your driving record for any moving violations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant Name (Please Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State Zip Code Phone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant Signature Date

Note: If you plead responsible to a Red Light Violation, 28-645A or 28-647,

(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.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Court Case Processing Fee**  + $\_\_\_\_36.81\_\_\_\_\_\_\_\_\_

**TOTAL AMOUNT DUE $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**METHOD OF PAYMENT –**

(Payable to: **South Tucson City Court**)

☐ Money Order ☐ Cashier’s Check ☐ Check

**A $35.00 fee will be added for returned checks for non-sufficient funds.**

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 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 to you. For more information, contact the court or an attorney or visit the following website [http://www.southtucsonaz.gov/citycourt](http://www.southtucson.gov/citycourt)

**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 every twelve (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](http://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).

**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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**

**SOUTH TUCSON CITY COURT**

**1601 S. 6TH AVE**

**TUCSON, AZ 85713**

**PHONE (520)917-1568**

**Email: STcitycourt@courts.az.gov**

**Website:** <http://www.southtucson.gov/citycourt>

**Business Hours**

Monday – Friday, 8 a.m. – 4:30 p.m.

**Payments accepted until 4:00 pm**

***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 may result in a warrant for your arrest being issued.

2. If you are a juvenile (under the age of 18) you MUST appear

with a parent/guardian on your court date.

**The following information is available online, see courts webpage at: http://www.southtucson.gov/citycourt**

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

you may:

1. Pay the fine(s) by Mail: **See Option 1, or ONLINE at** [**www.azcourtpay.com**](http://www.azcourtpay.com) **there is a $5.00 fee per transaction.**
2. Attend Defensive Driving School: **See Option 2.**
3. Request a Hearing: **See Option 3.**

Failure to appear and/or pay the fine by the appearance date for any Civil Traffic violation(s) may result in additional fees added to your fine, vehicle registration suspension or restriction, and your case may be turned over to a collection agency, which will result in additional fees and all further payments will be made to the collection agency.

**Instrucciones en español al reverso**

**Effective 07/03/2015**

**Revised 9/16/2021**

**Revised 2/8/2023**