

If you receive a CITATION:

Read both the front and back of the citation. Follow the instructions given on the citation. Normally, you have 10 days from the date of the citation to make an “appearance” in court and enter a plea. Payments can be made by cash (in person) or by credit card, personal check, or money order. Online payments are also accepted in some cases. Your appearance can be in person or by mail.

Make a **Plea of Guilty, No Contest, or Not Guilty**. You are the only person who can enter a plea to your citation. Payment of the fine by any method accepted by the court constitutes a plea of Guilty or No Contest.

By entering a plea of **Guilty**, you admit that you committed the violation charged and that you have no defense or excuse. You must pay the normal amount of the fine and court costs. (See CITATION DISMISSAL for options available on some violations.)

By entering a plea of **No Contest** (or Nolo Contendere), you do not contest the charges against you. A plea of No Contest cannot be used against you in the event of a subsequent civil suit for damages (i.e., a traffic accident for which you are subsequently sued). When you enter a No Contest plea, you must pay the normal amount of the fine and court costs. (See CITATION DISMISSAL for options available on some violations.)

By entering a plea of **Not Guilty**, you deny guilt or state that you have a valid defense for your case. A trial will be scheduled. You are entitled to a trial by jury, or if you waive the right to a jury trial, you may have a trial by judge (bench trial). A Jury Trial means that a panel of jurors will decide your guilt or innocence. A Bench Trial is when the Judge determines your guilt or innocence.

If you do not enter a plea or if you ignore your citation, a warrant will be issued for your arrest. A warrant normally means that fees of \$130.00 are added to the basic cost of the fine and court costs.

Any questions regarding the above information can be resolved by calling the Court at 254/582-9634.