

**NOTICE OF INFRACTION**

**YOU MUST RESPOND WITHIN 30 DAYS FROM THE DATE ISSUED OR  
33 DAYS FROM THE DATE THE NOTICE IS MAILED.**

This is a non-criminal offense for which you cannot go to jail.  
Your response must be postmarked by midnight of the day it is due at the court.

To respond, you must check one of the boxes below and return this form to the court listed on the front.

If you do not respond or appear for court hearings:

The court will find that you committed the infraction and the determination will be final unless contested; your penalty may be increased; failure to pay or failure to enter into a payment plan may result in a referral of your case to a collection agency, including garnishment of your wages or assets; AND if

**TRAFFIC** (see front of Notice of Infraction) You may lose your driver's license/privilege.

**NON-TRAFFIC** (see front of Notice of Infraction) It is a crime and will be treated accordingly.

**PARKING** (see front of Notice of Infraction) DOL may refuse to renew your vehicle registration, until any penalties imposed have been satisfied.

**Here are the four ways you can respond.**

Check one box, then sign and date the bottom of the Notice of Infraction.

- Pay. I have enclosed a check or money order, in U.S. funds, for the amount listed on the front. I understand this will go on my driving record if "traffic" is checked on the front. **DO NOT SEND CASH.** NSF checks will be treated as a failure to respond.
- Payment Plan. I admit responsibility for the infraction. I request the court provide me information about how to obtain a payment plan and how to submit evidence of my current inability to pay in full.
- Mitigation Hearing. I agree I have committed the infraction(s), but I want a hearing to explain the circumstances. Please send me a court date to appear. I know I may not subpoena witnesses to appear, but witnesses can attend voluntarily. I understand this will go on my driving record if "traffic" is checked on the front. The court may allow time payments or reduce the penalty where allowed by law.
- Contested Hearing. I want to contest (challenge) this infraction. I did not commit the infraction. Please send me a court date to appear. The state must prove by a preponderance of the evidence that I committed the infraction. I know I can require (subpoena) witnesses, including the officer who wrote the ticket, to attend the hearing. The court will tell me how to request a witness's appearance. I understand this will go on my driving record if I lose and "traffic" is checked on the front.

**My mailing address is: (PLEASE PRINT)**

Name: \_\_\_\_\_

Street or P.O. Box: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Is interpreter needed? Language: \_\_\_\_\_

**X** \_\_\_\_\_

(SIGNATURE)

(DATE)