

Prescott Valley Court  
7501 E. Skoog Blvd, Room 122  
Prescott Valley, AZ 86314  
(928) 772-8277

[www.pvaz.net](http://www.pvaz.net)

Window Hours:  
Monday – Friday 8:00a-4:30p

Open Court Wednesdays:  
8:30a – 11:00a & 1:00p – 3:30p

You have received a traffic ticket. Wait **14 business days** to contact the court. The information on this sheet will help explain your options. Please read both sides of your ticket and this sheet. For warning notices, please contact the Prescott Valley Police Department.

You must respond to the court in person, or, if eligible, use the options below, **on or before** the date and time indicated on your traffic complaint. **Failure to do so may result in a warrant being issued for your arrest and/or entry of a default judgment and/or driver's license suspension and/or other penalties, such as referral to collections, tax/lottery intercept, and additional fees assessed to your case.**

If you have a **Criminal/Criminal Traffic** violation, you **MUST** appear in court on your court date. If you have received a **civil traffic complaint**, you may choose one of **three options**, or you may appear on or before the date and time shown on your complaint to resolve your case. If you have multiple violations on your complaint, you will need to indicate your choice for each violation.

**IF YOUR CHARGE IS NOT LISTED ON THE SCHEDULE YOU MUST APPEAR IN COURT.**

## Option #1

Paying CIVIL violation(s) on your ticket  
You **must** make sure the court **RECEIVES** your payment **on or before** the court date

- **Online** with Debit/Credit card – Visit [www.azcourtpay.com](http://www.azcourtpay.com) and enter your complaint number.
- **In person/by phone** - You may pay in person/by phone on or before your court date at the Prescott Valley Court Monday – Friday 8:00a – 4:30p, phone 928-772-8277.
- **By mail** - You may pay by **check** or **money order** payable to Prescott Valley Court. Please reference your complaint number.

( ) **STATEMENT:** "I hereby waive my right to a hearing and enter a plea of responsible for the violation(s) on the complaint. I do not wish to attend, or am not eligible to attend, Defensive Driving School."

Signature: \_\_\_\_\_  
Mailing: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

### **PROCEDURE FOR PAYING BY MAIL:**

Find amount due for each civil violation using the enclosed "Civil Traffic Violations List." Mail this sheet and a copy of your citation to the court.

\$ \_\_\_\_\_ First violation amount

\$ \_\_\_\_\_ Second violation amount

\$ \_\_\_\_\_ Third violation amount

\$ \_\_\_\_\_ Fourth violation amount

\$ \_\_\_\_\_ Fifth violation amount

**\$ + 37.00 Required – ADD case processing fee**

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

### **Method of Payment**

\_\_\_\_\_ Money Order enclosed  
\_\_\_\_\_ Check/Cashier's check enclosed

## Option# 2

**Requesting a Hearing (civil traffic only)**  
**IF YOU REQUEST A HEARING YOU GIVE UP YOUR RIGHT TO ATTEND DDS.**

For CIVIL TRAFFIC violations, you may deny responsibility on or before the appearance date and time on your ticket, by complying with Rule 10(B), AZCvTrP, "The defendant may deny responsibility by appearing in person or by notifying the court in writing. The defendant may, at the same time, tender the civil sanction listed in the court's deposit schedule for civil traffic violations to insure that no driver's license suspension will result from failure to appear."

**In Writing:** Your written denial of responsibility **must** be received **on or before** your **court date**. If timely received, your plea will be entered and you will be notified of the date, time and location for your court hearing. If not timely received, a default judgment may be entered against you, a civil sanction imposed, and your privilege to drive **SUSPENDED**.

**In Person:** Appear on your court date.

## Option# 3

### **Attending Defensive Driving School (DDS)**

For a **CIVIL TRAFFIC** violation you may be eligible to attend DDS for one charge, as a diversion, if you meet ALL of the following criteria:

- ✓ You have been charged with a moving violation
- ✓ You have not attended DDS for an AZ violation within the last 12 months prior to the date of your current violation
- ✓ Your case has not been set for hearing.

A list of schools may be found going online to: <http://www.azdrive.com> or by calling (888) 334-5565.

**You must complete the class SEVEN days BEFORE your court date.**

**EFF. 9/1/2019 A CDL HOLDER MAY ATTEND DDS FOR ELIGIBLE VIOLATIONS RECEIVED WHILE DRIVING A NON-COMMERCIAL MOTOR VEHICLE.**

**If you are under age 18 and are cited for ANY moving violation, and are found responsible (first conviction), or plead responsible, you will be required to attend traffic survival school (TSS) by the motor vehicle division (MVD) pursuant to law. If you are eligible for defensive driving school (DDS) and complete a class, the violation will be dismissed and you will not be subject to the requirement to attend TSS.**

## Civil Traffic Violations List

<u>VIOLATION</u>	<u>DESCRIPTION</u>	<u>FINE</u>	<u>PTS</u>
<b>11-02-180 - Distracted Driving; Ordinance eff. 1/19/19</b>			
	1 <sup>st</sup> Offense	\$226	**no pts
	2 <sup>nd</sup> Offense	\$452	**no pts
28-448A	Address Incorrect	\$130	**no pts
	With Proof Updated	\$91	**no pts
28-645A3A	Disobey Traffic Device	\$190	*DDS
<b>If you pay this violation, 28-645A3A, you will be required by MVD to attend Traffic Survival School as an additional penalty required by law.</b>			
28-651	Avoid Traffic Device	\$190	*DDS
<b>28-701A – Speeding</b>			
	01-10 miles over limit	\$140	*DDS
	(with accident)	\$190	*DDS
	11-15 miles over limit	\$190	*DDS
	16-20 miles over limit	\$290	*DDS
	21-25 miles over limit	\$390	*DDS
	26 or more miles over	\$493	*DDS
28-702.01A	Waste of Finite	\$74	**no pts
<b>– DO NOT ATTEND DDS for Waste of Finite –</b>			
28-721/724	Passing Violation	\$190	*DDS
28-725	Passing on Left	\$190	*DDS
28-726	Left of Center	\$190	*DDS
28-729	Drive Off Roadway	\$190	*DDS
28-730	Follow Too Close	\$190	*DDS
28-751/754	Turn Violations	\$190	*DDS
28-771/772	Right of Way	\$190	*DDS
28-773/774	Fail to Yield	\$190	*DDS
28-797F/G	Speeding in School zone	\$226	*DDS
28-797H	Speeding in School zone		
	If posted fines double	\$326	*DDS
28-851/856	Stop Violations	\$190	*DDS
28-871/874	Parking Violations	\$115	*DDS
28-884	Handicap Parking	\$137	*DDS
28-907	Child Restraint	\$137	**no pts
	With proof of purchase or Acquisition	\$0	**no pts
28-909	Seat Belt	\$65	**no pts
28-921/957	Equip Violations	\$115	**no pts
28-955	Muffler Violations	\$226	**no pts

## Civil Traffic Violations List

<u>VIOLATION</u>	<u>DESCRIPTION</u>	<u>FINE</u>	<u>PTS</u>
28-2058A2B	Fail to Transfer Title	\$130	**no pts
	With Proof of Transfer	\$90	**no pts
28-2153A	No Current Registration	\$137	**no pts
	With Proof Registered after stop	\$91	**no pts
28-2158C	Registration Not In Poss	\$137	**no pts
	With Proof Registered when stopped	\$0	**no pts
28-2532A	Fail to Register	\$582	**no pts
	With Proof Registered	\$137	**no pts
28-3151A	No AZ Drivers License	\$137	**no pts
	With Proof got License after	\$91	**no pts
28-3169A	Drivers License not in Poss	\$137	**no pts
	With Proof of license when stopped	\$0	**no pts
28-3475	Unauthorized Driver	\$180	**no pts
28-3482	Driving on Suspend		
	(FTP/FTA)	\$185	**no pts
28-4135	No Proof of Insurance	\$938	**no pts
	With Proof insured when stopped	\$0	**no pts
<b>If there was no insurance coverage when stopped, to qualify for a reduction of the sanction, and to avoid suspension of driver's license/registration/plates, you must show the Judge the following: 1) proof of purchase of a six (6) month policy of insurance, and 2) MVD print-out of 3 year driving record reflecting no prior insurance convictions in 24 months, or only one prior within 36 months.</b>			

### NOTES:

➤ **A \$37.00 case processing fee will be applied in addition to the fine – see “Procedure For Paying” set forth elsewhere in these instructions.**

**\*\* “NO PTS” means no points on driver’s license, not DDS eligible.**

**\* “DDS” means violation is eligible for Defensive Driving School.**

