



**You just received a traffic complaint and this document will help to explain your options**

- Read this thoroughly
- Read the traffic complaint on both sides thoroughly
- Failure to comply with requirements of the traffic complaint may result in an arrest warrant, entry of a default judgment, suspension of your driving privileges, addition of collection costs and/or other penalties.

Your traffic complaint has check boxes next to each listed violation. You must appear in court on the appearance date if the **Criminal, Criminal Traffic, or Petty Offense** box is marked for any of the listed charges. If only **Civil** boxes are marked, you have four (4) options. **You may need to choose more than one option if more than one violation is listed on the complaint.**

**Option 1: Attend a defensive driving class (DDC)**

One moving violation may be dismissed. **If you have a commercial driver license, you are not eligible regardless of the vehicle you were driving.** You can attend this class once every 12 months for any eligible violations listed in the Fine/Sanction Schedule. You may attend class or complete the online course for only ONE violation even if there are multiple eligible violations listed on the traffic complaint. You must pay a fine, appear in court or request a hearing for additional violations. For information on schools call (888) 334-5565 or visit [www.azdrive.com](http://www.azdrive.com).

**You may be eligible to attend DDC if:**

- You have not previously attended a DDC in Arizona for a complaint issued within the last 12 months (Eff July 3, 2015).
- You have a valid driver license or identification card
- The violation did not involve an accident with serious injury or death
- You are not requesting a hearing

**If you complete DDC:**

- There is **no fine or conviction**
- You **do not appear** in court for that specific violation
- **No points** are placed on your driving record for that specific violation
- Persons with a **graduated license** will not have to attend mandatory Traffic Survival School through MVD
- Persons with a **red light violation** of any kind will not have to attend mandatory Traffic Survival School through MVD.

**Registration Instructions:**

Contact an accredited school **within seven (7) days** of receiving your complaint. The school will notify you within two (2) business days if you are **not eligible**. **You must complete the class at least seven (7) days prior to your court appearance date.** The school will give you the cost of their course. Online classes must be completed 9 days prior to your court date.

**Option 2: Pay in person, online, by phone, or mail**

You may pay your **civil traffic violation(s)** at the court, online, by phone, or mail. All credit and debit card transactions will incur a convenience fee. You must appear in court if the violation on your complaint

- Is marked **Criminal Traffic**, or
- Involved in an accident with serious injury or death, or
- Is not listed on the **Fine/Sanction Schedule**

**Pay in person** at 16081 N. Civic Center Plaza, Surprise, AZ 85374  
**Pay online:** Go to [www.surpriseaz.gov](http://www.surpriseaz.gov) and follow link to Court/Payments.  
 If past court date: Go to [www.azcourtpay.com](http://www.azcourtpay.com)

**Pay by phone:** (877) 755-6252, nCourt payment services

**Pay by mail** in 4 steps:

**Step 1:** Write the complaint number below as it appears at the top:

\_\_\_\_\_

**Step 2:** Use the fine schedule on page two to determine the fine for each violation listed on your complaint

**If full payment is not received on or before your court date,** you must pay a \$20 time payment fee. If the account remains unpaid, your delinquent status will be reported to the collection agency and a credit bureau; your AZ income tax could be intercepted; the vehicle registration and your driving privileges will be suspended.

If your case has been referred to a collection agency, you may pay the amount due at [www.azcourtpay.com](http://www.azcourtpay.com). **\*Call the Court for total amount due.**

**Step 3:** Read and sign the following statement:

*'I hereby enclose payment for the violation(s) listed on my traffic complaint. I waive my right to a hearing, enter a plea of responsible, and consent to judgment imposing the prescribed fine. I understand I do not have to appear in court.'*

\_\_\_\_\_  
**Signature Required** Date

\_\_\_\_\_  
 Print Name If under 18 yrs, Parent Signature Required

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 City, State, ZIP Phone Number

**Step 4:** Mail this form, along with payment and a copy of the complaint at least five days prior to your court date.

(Combined if multiple) Fines Due: \$ \_\_\_\_\_  
 Mandatory Court Enhancement Fee: \$ 30.00  
 Time Payment Fee (if past court date): \$ 20.00  
 Default Fee (if past court date): \$ 50.00

Total amount enclosed: \_\_\_\_\_  
 Payable to: Surprise City Court

**Option 3: Appear in Court**

You may appear at Surprise City Court any time during regular business hours 8:00 A.M. to 5:00 P.M. Monday through Friday except holidays. Spanish language interpreters are available. If another language is required, arrangements can be made with advance notice. You may be required to see a judge, but you will not have a courtroom hearing with witnesses that day. Requests for court date extensions are not accepted by phone. You must appear or file a written motion. Motion forms can be found online at [www.surpriseaz.gov/court](http://www.surpriseaz.gov/court).  
 If you need accommodations for a disability, please call (623) 222-4800 or file a Motion for this request.

## Option 4: Request a Court Hearing

Request a civil traffic hearing to contest the violation(s). You will have an opportunity to present evidence and have witnesses testify on your behalf. If you are found responsible, the fine(s) are due in full by 5 p.m. on the day of the hearing. Complete the following five (5) steps and mail to Court.

If you request a Hearing, you will not be able to attend DDC.

**Step 1:** Circle the corresponding letter (A-E) as it appears on the complaint for each violation for which you are requesting a hearing:

A      B      C      D      E

**Step 2:** Read and sign the following statement: 'I enter a plea of Not Responsible and request a court hearing for the violation(s) circled above'.

Signature Required \_\_\_\_\_

Date \_\_\_\_\_

**Step 3:** Write the complaint number below as it appears at the top:

\_\_\_\_\_

**Step 4:** Complete Personal Information:

Print Name \_\_\_\_\_

If under 18 yrs, Parent Signature Required \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_

**Step 5:** Mail this form and a copy of the traffic complaint at least seven (7) days prior to the appearance date on the complaint. The court will mail you a civil traffic hearing notice that tells you when to appear in court for your hearing. If you do not receive the notice within 30 days, please call (623) 222-4800.

## Fine/Sanction Schedule (Effective January 1, 2015)

You must appear in court on or before the appearance date on your traffic complaint. If your violation is not listed below or if your violation is for an accident resulting in serious injury or death, see Option 3: Appear in Court. Excessive Speeding in violation of ARS 28-701.02A2, is a criminal violation and you must appear in court.

### Violations ELIBIGLE for defensive driving class (DDC):

Find the violation code written in the Section box on the complaint and match it to a violation code listed below. The correct fine amount for that violation is listed in the **Amount** column to the right.

A complete list of violations eligible for defensive driving class can be found at [www.azdrive.com](http://www.azdrive.com)

**\*\*Mandatory \$30.00 Court Enhancement Fee must be paid on all accounts.**

#### TRAFFIC SIGN AND SIGNAL VIOLATIONS

A.R.S. 28-644A1 & 28-644A2	\$ 210.00
A.R.S. 28-645A1A & 28-645A1B	\$ 210.00
A.R.S. <b>28-645A3A*</b> & 28-645A3B & 28-645A3C	\$ 210.00
A.R.S. 28-25-645B & C	\$ 210.00
A.R.S. 28-646A1	\$ 170.00
A.R.S. <b>28-647.1*</b> & 28-647.2	\$ 210.00

\*If you pay or are found Responsible for either of these violations, MVD will order you to attend Traffic Survival School.

#### DRIVING ON PRIVATE PROPERTY

A.R.S. 28-651	\$ 210.00
---------------	-----------

#### TRAFFIC/ SPEED VIOLATIONS

A.R.S. 28-701A; 28-701E	\$ 210.00
<b>Speeding:</b> 0-9 mph over	\$ 210.00
10-15 mph over	\$ 230.00
16-20 mph over	\$ 250.00
21-29 mph over	\$ 300.00
A.R.S. 28-702.01C	\$ 62.45
A.R.S. 28-702.04B	\$ 210.00
A.R.S. 28-704A & 28-704C	\$ 210.00
A.R.S. 28-705 & 28-706A & 28-706B	\$ 210.00
A.R.S. 28-709A1 & A2 & 28-710A & B	\$ 210.00

#### OTHER MOVING VIOLATIONS

A.R.S. 28-721A to 28-792B	\$ 210.00
A.R.S. 28-794.1; 2; 3	\$ 210.00
A.R.S. 28-815D	\$ 210.00

#### SCHOOL CROSSING VIOLATIONS

A.R.S. 28-797F & 28-797G	\$ 210.00
A.R.S. 28-797H & 28-797 I	\$ 305.63

#### STOP SIGN VIOLATIONS

A.R.S. 28-851A – D; 28-852 – 28-854B	\$ 210.00
A.R.S. 28-855B & 28-855C	\$ 210.00
A.R.S. 28-856.1; .2; .3	\$ 210.00
A.R.S. 28-857A1; A2	\$ 492.50
A.R.S. 28-891A & B	\$ 210.00

### Violations NOT ELIBIGLE for defensive driving class (DDC):

#### Violation Code

28-448A	\$ 170.00
(OR) Provide court with or mail notification that your address change has been filed with MVD, fine reduced to \$0. Visit <a href="http://www.servicearizona.com">www.servicearizona.com</a>	

28-645A2B & A3D	\$210.00
28-646A2 & B	\$170.00
28-793A & 28-795	\$210.00
28-907A & B	\$126.50

(OR) Mail purchase receipt for child passenger restraint system after date and time complaint was issued and fine will be \$0, OR complete Children are Priceless Passengers Program (CAPP) and violation will be dismissed.

For more information, visit [www.azgohs.gov/highway-safety-programs](http://www.azgohs.gov/highway-safety-programs) or call 602-255-3216.

28-909A1, A2 & B	\$ 53.30
28-2008 & 28-2058A2B	\$170.00
28-2153A, B1 & B2	\$170.00
28-2158C	\$170.00
28-2354A1 to 28-2354B3	\$170.00
28-2532A	\$584.00
(OR) reduced fine	\$126.50

With valid proof of current registration after the violation date. Mail a copy of valid registration, ticket and payment. Visit MVD website for online services and information, (or) \$0 with proof of valid registration when the violation occurred. Mail a copy of the valid registration and ticket.

28-3151A & 28-3222	\$170.00
(OR) Mail valid proof of current driver license to have fine reduced.	

28-3169A	\$170.00
(OR) \$0 fine if you provide proof of a valid driver license at the time of the violation.	

28-4135A (1 <sup>st</sup> Offense)	\$948.00
You must pay the full amount or request a Hearing.	

28-4139A	\$490.50
(OR) with MVD reinstatement receipt	\$293.00
(OR) Dismissed with mandatory insurance suspension clearance from MVD	

Visit [www.surpriseaz.gov/court](http://www.surpriseaz.gov/court) for more information.