

# PUBLIC NOTICE

Effective June 22, 2020, the Traffic Division will be holding arraignment hearings both in-person and via video conference. Please see the information below on how to request an arraignment via video conference and how to appear in-person.

Please note that the Carol Miller Justice Center will only allow parties to enter the building for a traffic arraignment. No other services will resume. Information on other options to resolve your case are provided below:

## How to resolve your case without appearing in court:

### **1. Pay in Full**

- Pay online with a credit card at <https://services.saccourt.ca.gov/PublicCaseAccess/Traffic>. (Proof of correction cannot be provided via the internet)
- Pay with a check or money order made payable to the Sacramento Superior Court. The total fine due must be received by the due date. Postmarks are not accepted.
- You may remit your payment via mail to the Traffic Division at the address displayed above. A payment drop box is also available outside of the building and must be received no later than 5:00 p.m. on the due date. The drop box is available 24 hours a day, 7 days a week.

### **2. Pay in Full and Request Traffic Violator School**

- You may request to attend Traffic Violator School for eligible vehicle code violations at <https://services.saccourt.ca.gov/PublicCaseAccess/Traffic>. An administrative fee of \$52.00 will be applicable and a fee will also be assessed by the school attended. You will have the option to pay the fine in full at the time Traffic Violator School is elected or to delay payment for 90 days. Upon completion of Traffic Violator School, a completion certificate will be electronically submitted to the Court.

### **3. Set up Monthly Payments**

- Agree to make monthly payments via a payment plan at <https://services.saccourt.ca.gov/PublicCaseAccess/Traffic>. An administrative fee of \$35.00 will be assessed and 10 percent of the total fine will be due at the time of sign-up.
- You may also request payments, by submitting an email to [trafficcustomerservice@saccourt.ca.gov](mailto:trafficcustomerservice@saccourt.ca.gov). During the COVID-19 court closure, no down payment will be required.

### **4. Submit Proof of Correction**

- You may reduce the total fine by providing certification that an eligible violation has been corrected. An administrative fee of \$25.00 will be assessed for each violation. If the officer has marked the "Yes" box under the correctable violation section of your citation, that violation(s) is eligible for correction.
- You may submit a scanned copy of your proof of correction and telephone number via email at [trafficcustomerservice@saccourt.ca.gov](mailto:trafficcustomerservice@saccourt.ca.gov). A clerk will contact you to obtain payment for the administrative fee.
- If you are submitting proof of correction via mail, it must be received by the due date. Postmarks are not accepted.
- Insurance violations for VC 16028(a) are always eligible for correction and must be certified by the Court. Valid proof of insurance on your vehicle or yourself at the time of the citation will reduce your bail to \$25.00. Valid proof of insurance on your vehicle or yourself purchased after the date of the citation will reduce your bail to \$500.00.
- Smog control device violations of VC 27150 and VC 27151 must be certified by a State Referee Center.

## How to resolve your case by appearing in court:

### **1. Appear via Video Conference**

- Video arraignments are held each day Monday – Friday at 8:30 a.m., 10:30 a.m., 1:30 p.m., and 3:00 p.m.
- You will be required to download Zoom, a video conference application, and to participate using a device that has audio and video capabilities.
- To request to appear by video conference, submit an email to the Traffic Division at [TrafficCustomerService@saccourt.ca.gov](mailto:TrafficCustomerService@saccourt.ca.gov) and indicate your full name, citation or case number, driver's license number and the preferred day of the week and time that you would like to appear.

### **2. Appear in Person**

- You must report to the Carol Miller Justice Center Room 100 at the Kiosk to check in for court on or before your court date.
- Arraignments are held each day Monday – Friday from 8:00 a.m. to 11:15 a.m. and 1:00 p.m. to 4:00 p.m. If you plead not guilty, your case will be scheduled for a court trial date.

### **3. Request a Court Trial by Mail (Applicable to Infraction Violations Only)**

- You may avoid appearing at arraignment by submitting a written intent to plead not guilty along with a request for court trial. You must send the full bail amount plus any required proof of correction. You will receive a written verification of your court trial date. Your request must be received by the due date. Postmarks are not accepted.

### **4. Request a Trial by Written Declaration (Applicable to Infraction Violations Only)**

- Submit a request for Trial by Written Declaration pursuant to VC 40902, full bail amount, and any required proof of correction. If your citation meets the requirements as noted at [www.saccourt.ca.gov/Traffic](http://www.saccourt.ca.gov/Traffic) you will be mailed a packet of forms to complete. Your request must be received by the due date. Postmarks are not accepted.

### **5. Payment Arrangements Through Community Service**

- You may request to perform community service by appearing via video conference or in person as indicated above. If your case qualifies and your request is granted, you may be required to pay court fees as well as community service registration and daily fees. Program fees will be based on your ability to pay.

