



**REQUEST TO ATTEND TRAFFIC VIOLATOR SCHOOL**

<b>Name (First, Middle, Last)</b>	<b>Driver's License Number</b>
<b>Mailing Address</b>	<b>City, State, Zip Code</b>
<b>Court Case number</b>	<b>Citation number</b>

Before requesting Traffic School, review the requirements listed on our website:

<http://www.saccourt.ca.gov/traffic/traffic-school.aspx>

If you meet all of the conditions listed on the webpage above, you may choose to attend Traffic Violator School. Follow the instructions below to request Traffic Violator School.

**Step 1: You must be able to pay the full bail, plus \$52.00 (fee for traffic school) within 90 days from the date of this request.** Your total bail can be obtained by reviewing the online traffic index located on our website <http://www.saccourt.ca.gov/traffic/citation-index.aspx>.

Note: There is also a fee that must be paid to the traffic school you choose to attend.

This fee is usually \$40 - \$60.

**Step 2: Complete this request and submit to the Court.** This request must be received by the Court **on or before** the due date listed at the bottom of your citation or as otherwise ordered by the Court. **No Extension will be granted.**

**You cannot attend Traffic School unless your request has been received and granted by the Court.**

**Step 3: Complete Traffic Violator School.** Once your request for traffic violator school request has been granted, you will receive an information packet from the Court. This packet will provide a traffic school due date for you to pay and complete traffic school by. Complete the traffic school of your choice and obtain certificate receipt **on or before** the traffic school due date. No Extension of this date will be granted.

**Step 4: Submit the Traffic School Completion Certificate:** When you have completed attendance at traffic violator school, you will be provided with a completion receipt. It is not necessary to send your certificate receipt to the court. All certificates of completion will be electronically sent to the court.

**\*\* Partial payments will not be accepted and no extensions will be granted. The full bail plus \$52.00 is due even if you decide not to complete traffic school. If full payment is not received by the 90<sup>th</sup> day, the total amount due will be forwarded to an outside collection agency and a conviction will be reported to your DMV record. Once the case has been referred to collections, the court no longer has jurisdiction over your case. \*\***

I have read and understand the statements above. I declare under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct. You must sign above or your request cannot be processed.	Today's date

**If you wish to make full payment immediately with this request, complete the credit card information below, or send check or money order payable to the Sacramento Superior court. Otherwise payment must be made in full on or before the traffic school due date.**

Visa / MasterCard / Amer. Express #	Exp Month / Year	Tel. number	Amount Authorized
Card Hold Name (First, Last)	Card Holder Address (City, State, Zip)		
Defendant/Cardholder Signature	Today's date		