

## Options for resolving your traffic case:

There are many options to resolve your case without an appearance (see below). If an appearance is needed, please see the information "How to resolve your case by appearing in Court" 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 Carol Miller Justice Center 301 Bicentennial Circle, Room 100 Sacramento, Ca. 95826. 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>.
- You may also request payments by speaking with a clerk via the Virtual Public Counter, Public Counter or over the phone.

#### **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 can show proof of your correction via the Virtual Public Counter or in person at the Public Counter.
- 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 as low as \$496.00.
- 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:**

**You may contest your citation by appearing in court on or before the date to appear listed on your citation or reminder notice. If you plead not guilty, your case will be scheduled for a court trial date in the future. See 5 and 6 below.**

#### **5. Appear by Video Conference**

- Speak with a clerk at the Traffic Virtual Public Counter. Video arraignments are held each day Monday – Thursday between the hours of 7:00 a.m. and 11:15 a.m. or between 1:00 p.m. and 5:00 p.m. You will be required to download Zoom, a video conference application, and participate using a device that has audio and video capabilities.

#### **6. Appear in Person**

- Report to the Carol Miller Justice Center Traffic Self-Service Kiosk in Room 100 to check in for court. Courtroom check-in is available Monday – Thursday between the hours of 7:00 a.m. and 11:15 a.m. or between 1:00 p.m. and 5:00 p.m.

#### **7. 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.

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

- Submit a request for Trial by Written Declaration pursuant to GC 68645.4 and any required proof of correction. You may request an Online Trial by Declaration at <https://mycitations.courts.ca.gov/otbd> or by submitting a paper Written Trial by Declaration request, either by mail or by placing it in the drop box at 301 Bicentennial Circle, Sacramento, CA 95826. Your request must be received by the due date. Postmarks are not accepted.

#### **9. Payment Arrangements through Community Service**

- You may request to perform community service in lieu of paying your fine. A clerk may grant community service for non-mandatory infraction cases; however, the request must be made during arraignment for mandatory infraction and misdemeanor cases. 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.

### **How to request an Ability to Pay**

If you are experiencing a financial hardship and cannot pay the total fine due for a non-mandatory infraction case, you may ask the Court to reduce the amount you owed based on your ability to pay at [MyCitations.courts.ca.gov](https://mycitations.courts.ca.gov). When considering an ability to pay application, the judicial officer may exercise their discretion to provide for an installment payment plan, suspension of the fine in whole or part, or completion of community service in lieu of paying the total fine.

#### **Contact the Traffic Call Center at (916) 669-5712 to speak to a Clerk over the phone.**

Hours: Monday - Friday 4:00 a.m. to 9:00 p.m., Saturday and Sunday - 6:00 a.m. to 3:00 p.m., reduced hours on some holidays.

#### **To speak with a Traffic Clerk at the Virtual Public Counter via Zoom, using the camera or**

QR code reader on your smartphone, scan the QR code to the right or enter the meeting ID 160 5330 6751

Hours: Monday – Thursday 7:00 a.m. to 5:00 p.m., excluding [Court holidays](#).



#### **To speak with a Traffic Clerk in person, report to the Carol Miller Justice Center Room 100.**

Hours: Monday – Thursday 7:00 a.m. to 5:00 p.m., excluding [Court holidays](#).