



Superior Court of California, County of Sacramento

301 Bicentennial Circle, Room 100, Sacramento CA 95826

Public Counter Hours, Mon. through Fri., excluding holidays: 8:30am to 4:00pm

Call Center Hours, Mon. through Fri., excluding holidays

8:30am to 12:00pm / 1:30pm to 4:00pm (916) 875-7800

www.saccourt.ca.gov/traffic

MONTHLY PAYMENT REQUEST FORM

NAME	TRAFFIC CASE NUMBER:	CITATION NUMBER
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In order to process your request, you must:

- 1. Read the Advisement of Rights listed on the second page.**
- 2. Complete and sign this form. It must be received by the court no later than your due date.**
- 3. Include the minimum 10 percent down payment amount (from Line D) using Check, Money Order, or complete the Credit Card information listed at the bottom of this form.**

**** Incomplete or late forms cannot be processed. ****

I agree to pay the total amount due for my case. Enter your total fine on Line A.	Line A
I agree to pay an additional administrative fee of \$50.00 for violations occurring 08/01/2013 or after: OR I agree to pay an additional administrative fee of \$35.00 for violations occurring 07/31/2013 or before Based on your violation date, enter the administrative fee on Line B.	Line B
Add Line A and B together. This is the total amount you will owe. Enter on Line C.	Line C
Calculate the 10 percent down payment. Multiply Line C by 10 percent. Enter the 10 percent amount on Line D.	Line D

By signing below, I declare that I have read and understood the advisement of rights on the second page, which I now choose to give up, and that I understand and accept the terms and consequences. Further, I understand that I will be convicted today of each violation that has no proof of correction.

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SIGNATURE OF DEFENDANT	DATE
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PRINTED NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

Visa / MasterCard / American Express #	Exp. Month / Year	Amount Authorized
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Card holder Name and Address if different from above

****ADVISEMENT OF RIGHTS ****

BY CHOOSING TO PAY AND FORFEIT BAIL IN INSTALLMENTS AND NOT GO INTO COURT, YOU WILL BE GIVING UP THESE RIGHTS:

- (1) TO APPEAR IN COURT FOR FORMAL ARRAIGNMENT, PLEA AND SENTENCING
- (2) TO HAVE A COURT TRIAL AND CHALLENGE THE CHARGES
- (3) TO HAVE A SPEEDY COURT TRIAL AND HAVE THE CHARGES DISMISSED IF A SPEEDY TRIAL IS REQUESTED BUT NOT PROVIDED
- (4) TO BE REPRESENTED BY AN ATTORNEY AT YOUR OWN EXPENSE
- (5) TO SUBPOENA OR PRESENT WITNESSES AND PHYSICAL EVIDENCE USING THE POWER OF THE COURT AT NO COST TO YOU AND TO TESTIFY ON YOUR OWN BEHALF
- (6) TO CONFRONT AND CROSS-EXAMINE ALL WITNESSES UNDER OATH TESTIFYING AGAINST YOU
- (7) TO REMAIN SILENT AND NOT TESTIFY
- (8) BY REQUESTING TO PAY YOUR FINE IN INSTALLMENTS, YOU WILL NOT BE ALLOWED TO ATTEND TRAFFIC VIOLATOR SCHOOL
- (9) BY REQUESTING TO PAY YOUR FINE IN INSTALLMENTS, YOU UNDERSTAND THAT YOU WILL BE CONVICTED TODAY OF EACH VIOLATION THAT HAS NO PROOF OF CORRECTION

FAILURE TO RETURN THE FORM BY THE REQUIRED DUE DATE OR FAILURE TO PAY THE FINE AS AGREED MAY RESULT IN ADDITIONAL PENALTIES ADDED TO YOUR CASE, AND/OR A HOLD PLACED ON YOUR DRIVERS LICENSE OR VEHICLE REGISTRATION. YOUR FINE MAY BE FORWARDED TO AN OUTSIDE COLLECTION AGENCY AND YOU WILL NOT BE ABLE TO RETURN TO COURT AND DISCUSS YOUR CASE.