

INSTRUCTIONS TO THE DEFENDANT

(This information appears on the reverse side of your ticket.)

1. You must appear in court on the court appearance date shown on the ticket, except as provided below.
2. If you have not settled this case prior to the appearance date and you do not appear in court on that date, a warrant will be issued for your arrest and the Department of Public Safety will be notified to suspend your driver's license.
3. You do not have to appear in court for the following offenses unless you have been convicted of, or plead guilty to, two or more traffic violations in the preceding 12 months (parking tickets excluded):
See Municipal Court Fine Schedule for a list of approved offenses that can be paid without appearing in court.

Other minor traffic offenses may be added to this list which will allow you to plead guilty before a magistrate. You may contact the court shown on the reverse side of the ticket to determine if the offense with which you are charged is included. If you are charged with one of the approved offenses and have not been convicted of two or more traffic violations during the preceding 12 months, you may enter a plea of guilty either in person or by mail to the Court Clerk or Magistrate, no later than 24 hours before the court date shown on the ticket. To do so, you must sign the "Plea of Guilty/Waiver of Rights" and pay all fines and court costs.

4. For questions about your ticket, contact SCOTTSBORO MUNICIPAL COURT at 256-259-2767.
5. Penalty points are assessed upon conviction under the provisions of Alabama statutes and the Alabama Department of Public Safety's Point System and may result in the suspension or revocation of your driver's license by the Department of Public Safety.
6. **For Minor Equipment Violations:** Local municipal ordinances may allow you to have the equipment repaired within 72 hours, excluding Sundays and legal holidays, and present your ticket to any law enforcement officer within the jurisdiction of the offense charged. After the inspection of your vehicle, the officer may, by signing the reverse side of your ticket, recommend that the charge be dismissed. You must then deliver or forward the ticket to the Court Clerk at the address on the front of your ticket.
7. If your address is incorrect on the ticket, please notify the Court office. This will ensure that you receive proper notifications.

OTHER INSTRUCTIONS TO THE DEFENDANT

Court has the option to require the defendant to appear in court if believed to be a repeat offender.

If payment has not been received by the court date and defendant does not appear on that date, the following penalties may result to the following:

1. The court may issue warrants for your arrest.
2. Department of Public Safety may suspend/revoke your driver's license.
3. An additional fine may be imposed for a Failure to Appear charge.

Paying in person

- Defendant MUST appear in person before the Magistrate. (No other individual will be allowed to pay fine.)
- Defendant will be required to sign a guilty plea waiver.
- Only cash, money order, or cashier's check will be accepted. (NO personal checks)
- Tickets must be paid in full. In order to set up a payment arrangement, the defendant is required to appear in court before the Judge.
- Tickets can be paid in person Monday – Friday, hours 8:00 a.m. – 4:00 p.m.
- Must be paid at least 24 hours before court date shown on ticket.

Paying by mail

- To mail a payment, defendant MUST sign the guilty plea waiver on the ticket. The defendant is required to include the ticket number or their name on the money order or cashier's check made payable to:
***Scottsboro Municipal Court
916 South Broad Street
Scottsboro, Alabama 35768***
(No personal checks will be accepted.)
- In order to receive a receipt of payment by mail, defendant must include a self-addressed stamped envelope.
- Must be received no later than the court date shown on ticket. (Postmark dates will not be honored.)

Driving School: If defendant wishes to attend *Defensive Driving School*, he or she must appear in court before the Judge.

Payment Arrangement: In order to set up a payment arrangement, the defendant is required to appear in court before the Judge.