



YAVAPAI COUNTY JUSTICE COURT

If you want to file a ...

MOTION

(REQUEST THE COURT TO DO SOMETHING REGARDING YOUR CASE)

INSTRUCTIONS

1. Read these instructions in their entirety and read the attached form.
2. Be sure your contact information is correct and up to date.
3. Fill out the motion completely and accurately (it is a fillable form, you may fill out the gray areas and checkboxes on the computer prior to printing).
4. Do NOT use this form to request defensive driving school or a payment plan – those are separate forms.
5. Submit the completed form to the Court via regular mail or email at the email address provided below.
6. Wait for a response. It will be sent to you via regular mail or email.

IMPORTANT

You are not required to use these forms, they are provided as a courtesy. Court staff will not provide information on what to put on the form.

The clerks in the Justice Court are not attorneys and cannot give legal advice. The clerks' responsibility is to provide forms, take your court filings, and explain court procedures. It is not the clerks' responsibility to advise you of what to put on the form. The clerks are not responsible for any error you may make on your forms.

These forms are fillable. You may fill out the gray areas and checkboxes on the computer before printing.

CASE NUMBER: _____

STATE OF ARIZONA

vs.

Defendant

CIVIL TRAFFIC PLEA

A. _____ B. _____ C. _____ D. _____ E. _____

I ADMIT RESPONSIBILITY: Defendant admits responsibility for the civil traffic violation(s) set forth in the complaint and will pay the scheduled civil penalty for the violations.

I ADMIT RESPONSIBILITY WITH AN EXPLANATION: Defendant admits responsibility for the civil traffic violation(s) set forth in the complaint and asks the court to consider the explanation given before imposing a civil penalty. Explanation:

I ADMIT RESPONSIBILITY FOR DRIVING WITH EXPIRED REGISTRATION (28-2532A) AND PROVIDE PROOF OF CURRENT REGISTRATION: Defendant admits responsibility for driving with expired registration but has renewed the registration and attaches proof of same to this document.

I ASK FOR A DISMISSAL OF 28-4135A, B OR C AND PROVIDE EVIDENCE OF INSURANCE: Defendant certifies that the requirements for financial responsibility have been met and that a policy was in effect on the date of the citation. Defendant attaches a letter from his/her insurance company verifying the policy was in effect on the date of violation.

I ASK FOR A REDUCTION OF PENALTY FOR 28-4135A, B OR C AND PROVIDE EVIDENCE OF INSURANCE: Insurance was not in effect on date of violation. Defendant certifies that the requirements for financial responsibility have been obtained and a six-month policy has been purchased. Defendant also provides a three-year driving history record from the Department of Motor Vehicles.

I ASK FOR A REDUCTION OF PENALTY OR DISMISSAL OF 28-3169A AND PROVIDE A LEGIBLE OR DUPLICATE DRIVER'S LICENSE: A copy of the defendant's driver's license is attached.

I DENY RESPONSIBILITY: Defendant denies responsibility for the civil traffic violation(s) set forth in the complaint and requests a hearing. Defendant waives the right to attend defensive driving school.

I am making a deposit of the scheduled civil penalty listed for the violation(s). The deposit ensures that my driver's license will NOT be suspended should I fail to appear at the scheduled hearing. My deposit is in the form of a cashier's check or money order only.

A. \$ _____ B. \$ _____ C. \$ _____ D. \$ _____ E. \$ _____

You must return this form with your payment on/before the arraignment date listed on your citation, or the court will enter judgment for the state, impose the full civil penalty, and report the judgment to the Department of Motor Vehicles.

Date

Defendant