

**OPTION #2: TO PAY YOUR FINE BY MAIL (ENTER A PLEA OF GUILTY/RESPONSIBLE)
COMPLETE THE FOLLOWING**

If you complete this option, you are **admitting responsibility** for the violation(s). The court will enter a **judgment of guilty/responsible** and will report the findings to the Motor Vehicle Division. Points will be assessed to your driving record for any moving violations.

If you chose this option, you **must**:

1. **READ AND SIGN** the ACKNOWLEDGEMENT statement on the form below.
2. **ENTER** the Complaint Number in the spaces provided.
3. **MATCH** the violation code(s) from your Complaint to the codes listed in the to determine the amount owed.
4. **FILL IN** all the information requested below. Print your name, address and date of birth exactly as they appear on the Complaint, circle the charge letters from the complaint and enter the appropriate fine and/or sanction amount for **each** charge you are paying (charges A-E are located on the left side of the Complaint).
5. **PAY** the total amount due by money order, cashier's check or credit card. **DO NOT SEND CASH.** A \$25.00 fee will be charged for all checks or money orders returned for non-sufficient funds. If payment receipt is required, enclose a stamped, self-addressed envelope.
6. **PRINT** two copies of the completed form and **keep one** for your records.
7. **MAIL** the original Complaint (or a photocopy) along with the **Option** form (below) to the Court indicated on your Complaint.
8. **PAYMENT** and **PAPERWORK** **must** be received by the Court **at least 5 working days** before your scheduled court date (located above your signature on the Complaint).

IF PAYMENT IS NOT RECEIVED BY YOUR COURT DATE, additional **fees** may be applied to your account; your **DRIVER'S LICENSE** may be suspended; your account may be referred to **COLLECTIONS**; your delinquent status reported to a **CREDIT BUREAU**; and your **COMMANDING OFFICER** notified (military.)

CONTINUED:

