

**DEWEY-HUMBOLDT MAGISTRATE COURT**  
**TO REQUEST A CIVIL TRAFFIC HEARING**

1. Call the Court for your case number.
2. Complete the Request for Civil Traffic Hearing.
3. Include the grand total amount from fine schedule you received from the officer. The fine schedule can also be found online. This will be the bond required to proceed with a hearing.

You may mail all documents or bring to the Court prior to your appearance date. If you appear in person, you will receive your hearing date and time. If you mail these documents, the Court will call you and mail you the hearing notice.

4. If you are requesting a Hearing in Absentia, you must also in addition to the form: Request for a Civil Traffic Hearing, complete the form: Request for Civil Traffic Hearing in Absentia. Fill out and explain why it is a hardship for you to appear. Also, complete the Declaration and Waiver of Rights for Hearing in Absentia form.

5. Mail ALL original forms you printed and the required bond to:

Dewey-Humboldt Magistrate Court  
PO BOX 492  
Humboldt, AZ 86329

If you have any questions, you may call the Court at 928-632-0008, the Court is open: Tuesday-Wednesday-Thursday, 8:00 am to 5:00 pm, closed between 12:00 pm and 1:00 pm.

## **CIVIL TRAFFIC HEARING INFORMATION**

The purpose of the hearing is to contest the charges(s), NOT to dispute the fine amount. Arrangements to make payments to make payments on your fine can be made. The Court does not reduce the fine. To maintain impartiality you may not communicate with the Judge regarding your case prior to the hearing. A bond for the full amount due on your citation is due in full prior to issuing a hearing date. If you are found responsible at the hearing the bond amount will be forfeited to pay the fine. If you are found not responsible the court will issue a refund to you on the 1<sup>st</sup> of the following month. Be sure that your address is up to date with the Court prior to leaving.

If you will have any exhibits (documents, photographs, etc.) you must bring the originals and two sets of copies (one set for the Judge and one for the police officer). The copies can be made by the Court before your hearing, but there is a charge of 50 cents per page for copies.

NOTE: Once you have requested a Civil Traffic Hearing, you no longer have the option of attending Defensive Driving School.

NOTE: If you plead to or are found responsible to ARS § 28-645(A)(3)(a) or 28-647.1, state law requires completion of Traffic Survival School. MVD administers the program and will provide notification regarding the school. Traffic Survival School is NOT the same as Defensive Driving School.

## **CIVIL TRAFFIC HEARING IN ABSENTIA INFORMATION**

If you are MORE THAN 100 miles from the Court, and have a substantial hardship you may request a Hearing in Absentia. This will allow you to submit in writing your statement and submit any evidence.

If the Court grants your request and conducts a hearing in absentia, YOU WAIVE THE FOLLOWING RIGHTS: to personally appear to present evidence; to review evidence before the hearing (Rule13(b)); to compel production of any citing officer notes (Rule 13(c)); to testimony under oath (Rule 16(a)); to cross examine the State's witnesses (Rule16(c)); to present rebuttal evidence (Rule19(d)); to present a closing argument (Rule 19(e)); and to immediate delivery of written notice of appeal after the imposition of any civil sanction (Rule25(a)).

If you will have any exhibits (documents, photographs, etc.) you must bring/send the originals and two sets of copies (one set for the Judge and one for the police officer). The copies can be made by the Court before your hearing, but there is a charge of 50 cents per page for copies.

NOTE: Once you have requested a Civil Traffic Hearing, you no longer have the option of attending Defensive Driving School.

NOTE: If you plead to or are found responsible to ARS § 28-645(A)(3)(a) or 28-647.1, state law requires completion of Traffic Survival School. MVD administers the program and will provide notification regarding the school. Traffic Survival School is NOT the same as Defensive Driving School.

**IN THE DEWEY-HUMBOLDT MAGISTRATE COURT  
COUNTY OF YAVAPAI, STATE OF ARIZONA**

<b>STATE OF ARIZONA,</b>	)	
	)	<b>Case No.</b> _____
<b>v.</b>	)	
_____	)	<b>DEFENDANT'S REQUEST FOR A</b>
<b>Defendant</b>	)	<b>CIVIL TRAFFIC HEARING</b>
	)	

Defendant's Name: \_\_\_\_\_

I hereby request a Civil Traffic Hearing to contest the charges indicated below. I hereby enter my plea of not responsible.

Charge A: \_\_\_\_\_

Charge B: \_\_\_\_\_

Charge C: \_\_\_\_\_

YOU MUST POST THE BOND REQUIRED. SEE INSTRUCTIONS.

Date: \_\_\_\_\_

\_\_\_\_\_

Defendant's Signature

Defendant's phone number: \_\_\_\_\_

Defendant's Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mail or bring this form in person to the Court prior to your appearance date.

**IN THE DEWEY-HUMBOLDT MAGISTRATE COURT  
COUNTY OF YAVAPAI, STATE OF ARIZONA**

<b>STATE OF ARIZONA,</b>	)	
	)	<b>Case No.</b> _____
<b>v.</b>	)	
_____ ,	)	<b>DEFENDANT'S REQUEST FOR A CIVIL</b>
<b>Defendant</b>	)	<b>TRAFFIC HEARING IN ABSENTIA</b>
	)	<b>AND WIVER OF RIGHT</b>

Defendant's name: \_\_\_\_\_

State in detail why attending a civil traffic hearing would be a substantial hardship. A substantial hardship is more than mere inconvenience. Examples of substantial hardship may include residing a considerable distance at least 100 miles or more from the court or having a medical or physical condition that significantly impairs the ability to participate in a hearing. Explain below:

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YOU MUST POST THE BOND REQUIRED. SEE INSTRUCTIONS.

If the Court grants my request and conducts a hearing in absentia, I waive the following rights: to personally appear to present evidence; to review evidence before the hearing (Rule 13(b)); to compel production of any citing officer notes (Rule 13(c)); to testimony under oath (Rule 16(a)); to cross examine the State's witnesses (Rule 16(c)); to present rebuttal evidence Rule 19(d)); to present a closing argument Rule 19(e)); and to immediate delivery of written notice of appeal after the imposition of any civil sanction (Rule 25(a)). I acknowledge that if the Court does not receive my declaration of the facts by the hearing date, a default judgment may be entered against me, a civil sanction may be imposed, and my driving privileges may be suspended.

Date: \_\_\_\_\_ Defendant's Signature: \_\_\_\_\_

Mail this form with Request for Hearing Form to the Court prior to your appearance date including the required bond.

