

**PLEA RESPONSIBLE TO A CIVIL TRAFFIC VIOLATION**

To plead responsible and pay your citation by mail you must complete the following and the Court must receive on or before your appearance date. You may send this form with a check, money order or cashier’s check to the Court by mail or you may pay on-line by credit card.

1. **READ AND SIGN** the following statement:

I hereby waive my right to a hearing and enter a plea of responsible for the following charges listed on the citation (refer to the FINE SCHEDULE for the fine amount(s) :

Signature \_\_\_\_\_

Write the traffic complaint number below: \_\_\_\_\_

**If less than 18 years old MUST appear at Court with a parent.**

2. Enter the Charge(s) from your citation and see fine schedule for fine amount; list amount in Fine Amount column below. If your court date has passed, the \$20 Time Payment Fee. The court date is written above and to the right of your signature on the complaint. Pay the Grand Total amount under the Fine Amount Column. Do not send cash in the mail.

**FINE AMOUNT**

Mandatory \$79.00 Court Enhancement Fee	\$ <u>79.00</u>
Charge A _____	\$ _____
Charge B _____	\$ _____
Charge C _____	\$ _____
Charge D _____	\$ _____
Charge E _____	\$ _____
\$20 Time Payment Fee, if applicable	\$ _____
<b>GRAND TOTAL</b>	<b>\$ _____</b>

3. How to pay via mail: Check, Money Order, or Cashier’s Check made payable to Dewey – Humboldt Magistrate Court. For Credit Card Payment: Go to [WWW.DHAZ.GOV](http://WWW.DHAZ.GOV) a \$2.50 or 3% service fee will apply.

Place this sheet with your payment or credit card receipt, along with your complaint or a copy, in an envelope, stamp and mail to **Dewey-Humboldt Magistrate Court, PO Box 492, Humboldt, AZ 86329**

You will NOT receive a receipt when paying by mail. **ALL PAYMENTS and THIS FORM MUST BE RECEIVED BY THE COURT DATE.** FAILURE TO DO SO MAY RESULT IN THE ISSUANCE OF A DEFAULT JUDGMENT (\$88.00 DEFAULT FEE) AND DRIVER LICENSE SUSPENSION WITH ADDITIONAL MONETARY PENALTIES BEING IMPOSED.