

TESTIMONY BY MAIL

CASE NO.

BAIL\$

APPEARANCE DATE CONTINUED TO _____

1. SPEEDOMETER MALFUNCTION.

If the estimated actual speed is no more than 10 m.p.h. over the speed limit, the court will accept garage calibration of error and copy of repair bill to dismiss. Supporting information must be received before the court appearance date.

2. CORRECTIONS.

If bail shows reduction or dismissal with PC (proof of correction) your copy of the citation must be signed off on the back to show corrections and received by the court with the remaining bail, if any, before appearance date.

3. CONTESTING THE CHARGE.

A. TRIAL BY DECLARATION, WITHOUT APPEARANCE IN COURT.

You may forward a statement of your defense. The envelope must be postmarked at least 5 days before the court appearance date. **YOU MUST INCLUDE THE BAIL DEPOSIT SET IN YOUR CASE.** The court will obtain a statement from the arresting officer and render a verdict from the two written statements. You will be notified of the verdict. If the verdict is in your favor, the bail deposit will be refunded. If the verdict is against you, the bail will be forfeited to fine and the case will be concluded unless, within 15 days of the date of the decision, you notify the clerk that you want a trial De Novo, in which case a trial date, requiring your appearance will be set.

B. NOT GUILTY PLEA BY MAIL TO ESTABLISH A FUTURE DATE TO APPEAR FOR TRIAL.

You may enter your "NOT GUILTY" plea by mail. Enclose CORRECT BAIL, and the court will notify you of the date that you are to appear for trial. You must send your plea by certified or registered mail postmarked at least 5 days before appearance date above.

NOTE: YOUR REQUEST FOR TRIAL AS STATED ABOVE MUST BE RECEIVED BEFORE APPEARANCE DATE AND MUST INCLUDE THE BAIL DEPOSIT REQUIRED OR YOUR LETTER WILL BE REFUSED.

C. APPEARANCE IN COURT

You may appear on appearance date to enter your "NOT GUILTY" plea. Future date for trial will be set at that time and you will have to return for trial.

THIS FORM MUST BE SIGNED AND RETURNED ALONG WITH THE BAIL TO THE COURT

4. BAIL AMOUNT MAY BE PAID BEFORE THE APPEARANCE DATE AND THE BAIL AMOUNT WILL BE YOUR FINE. YOU NEED NOT APPEAR.

ENCLOSED IS BAIL IN THE AMOUNT OF \$_____ FOR DEPOSIT INTO TRUST.

I HEREBY REQUEST TO PROCEED PER ALTERNATIVE NO. _____ ABOVE.

DATED: _____

DEFENDANT