
Going to TRAFFIC COURT in the County of Riverside



Superior Court of California
County of Riverside
Self-Help Center

WHAT DO I DO IF A POLICE OFFICER STOPS ME WHILE I AM DRIVING?

- Stay in the car and wait for the officer to approach you
- Do what the officer tells you. Show the officer your license, registration, and proof of insurance upon request
- Do not argue with the officer
- If the officer gives you a ticket, sign it. By signing the ticket, you are not admitting guilt.

WHAT IF I AM INNOCENT?

- Get proof as soon as you can. For example, if the officer ticketed you for running a stop sign, but the stop sign was knocked down or blocked by a tree, take a picture as soon as possible.
- If there are witnesses, ask them for a statement about what they saw. Write down their names and phone numbers.

WHAT DO I DO WITH MY TICKET?

You can do one of the following with your ticket:

1. **Pay the fine or obtain an extension. If the courtesy notice you receive indicates a "mandatory appearance" you must appear at court. You can pay by:**

- U.S. Mail (to the address located on the Courtesy Notice you receive in the mail);
- Online at: ePay-it.com;
- By Phone: For the latest information and current listing of telephone or fax numbers, please visit the Court's website at:
<http://www.riverside.courts.ca.gov/>
- In person at the Courthouse.

2. **Request Traffic School**

There are certain requirements that you must meet to be eligible for traffic school. To read those requirements, [click here](#).

- You can ask for traffic school on the date of your hearing
- By phone:
 - For the latest information and current listing of telephone or fax numbers, please visit the Court's website at:
www.riverside.courts.ca.gov
- By mail.
- By Internet at: ePay-it.com
- You will be required to pay a fee in the sum of \$57.00, plus the fine amount indicated on your courtesy notice, payable to "Riverside Superior Court." There will be a separate fee at the class you attend. Upon completion of school, and upon the court receiving proof of such completion on or before the due date, your case will be reported to the DMV as a, "confidential conviction", which is not public record.

3. **Ask for a court trial.**

You are entitled to request a trial date and may do so by:

- Returning the Courtesy Notice with the fine amount, & checking the box indicating a trial request.
- Calling the Court, request a trial date, and follow-up with payment of the fine.
- Coming to Court on or before the date listed on the ticket, request a hearing date & pay the fine.

PLEASE NOTE: Regardless of the manner in which trial is requested, you will be required to pay the full fine amount listed on your Courtesy Notice before a court trial will be scheduled. The money will be deposited in a trust account. The amount deposited will remain in the trust account pending the outcome of your trial. If you win your case, your deposit will be refunded. If you are found guilty, your deposit will be applied to the fine imposed.

WHAT IS THE ADVANTAGE OF GOING TO TRAFFIC SCHOOL?

Traffic School will keep the ticket and any points off of your DMV record.

WHAT IF I WANT TO PLEAD *NOT GUILTY* BUT I AM UNABLE TO GO TO COURT?

You may submit a Request for [Trial by Written Declaration](#) (Form TR-205) at the Clerk's Office or by mail on any infraction that does not require a mandatory appearance. You must submit the full fine amount with your Trial by Written Declaration. Please make checks payable to "Riverside Superior Court." The fine amount will be deposited into a trust account, pending the outcome of your case. In the declaration you should state that you are "not guilty" and include the facts and evidence as if you were testifying in Court. You must sign and date the declaration. Also, be sure to include the citation number. You will be notified of the Court's decision by mail.

WHAT IF I GET COMPLIANCE (FIX-IT) TICKET?

After you fix the problem take your ticket and proof that you corrected the problem to any law enforcement agency during normal business hours. If you do this, your fine will be reduced to \$25.00 for each corrected violation. You must submit the proof of correction prior to the due date listed on the citation. If you are late, you will be required to pay the full fine amount.

HOW DO I GET READY FOR MY TRIAL? (Prepare for your case)

- Read the [California Vehicle Code](#) to understand the charges against you.
- Gather your witnesses, photos and/or written statements you need to prove your case.
- Write down any questions that you want to ask the officer.
- If you do not speak English well, you can ask the court for an interpreter (free of charge) to help you.

WHAT HAPPENS AT TRIAL?

- The officer tells his or her side of the story and you will have a chance to ask the officer questions about what he said.
- Then you will be able to tell your side of the story and present your evidence and witnesses.

WHAT HAPPENS AFTER THE TRIAL?

After both sides present their case, the Court will make a decision. If the Judge finds you "not guilty," all the charges will be dropped and the money that was deposited in your trust account will be returned to you within a few weeks. If you are found "guilty", a fine will be imposed and the money you submitted will be applied to your case.

WHAT HAPPENS IF I DO NOT SHOW UP FOR COURT?

Pursuant to California [Vehicle Code § 40903](#), if you fail to appear and/or address the matter before the Court (by personal appearance, in writing, telephonically, or via the Internet), the court may proceed without you. A Trial will be calendared with the Court **and held in your absence**. The court will send no further notice to you. If you fail to appear or show good cause why you did not appear, a civil assessment (fine) will be imposed against you in the amount of \$300.00. The court will initiate a civil action against you, which may include a possible wage garnishment and/or lien against your property. In addition, the court will notify the Department of Motor Vehicles ([Vehicle Code § 40509.5](#); [Vehicle Code § 40002.1](#)), which may result in the suspension of your driver's license and a hold on your vehicle registration.