

**Complete this form to select: OPTION 1**

**Step 1: Admit Responsibility**

By choosing this option and paying your fine by the appearance date on your citation, you do not have to appear in court.

Provide the following information:

Print your name as it appears on the citation:

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

Email \_\_\_\_\_

Read and sign the following statement::

I waive my right to a hearing and enter a plea of "responsible."

I understand that it is my responsibility to ensure that my payment is received by the court prior to the appearance date shown on my citation.

I understand that if the court does not receive my response by the appearance date, a default judgment will be entered against me.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**IMPORTANT INFORMATION**

**DEFAULT JUDGMENT**--A judgment of "responsible" entered against a defendant who has failed to plead or otherwise defend against civil traffic citation charges. Associated fines will be imposed as penalty.

Failure to pay fines may result in referral to a collection agency. You would be responsible for any additional collection fees.

**OPTION 1, Step 2: Pay Your Fine**

Match each violation code on the COMPLAINT to the code listed on the FINE Schedule to determine the Fine Amount.

	Violation	Fine Amount
A)	16 - _____	\$ _____
B)	16 - _____	\$ _____
C)	16 - _____	\$ _____
D)	16 - _____	\$ _____
E)	16 - _____	\$ _____

**TOTAL:** \$ \_\_\_\_\_

**YOU MUST ENCLOSE A COPY OF YOUR CITATION**

Agency Use or Report Number: \_\_\_\_\_  
(Upper right box on citation)

**PAYMENT OPTIONS BY MAIL:**



**NO PERSONAL CHECKS ARE ACCEPTED  
PLEASE DO NOT MAIL CASH**

Cashier's checks or money orders should be made out to:  
**Salt River Pima Maricopa Indian Community Court.**

(Please include a self addressed stamped envelope if you wish to receive a copy of your receipt.)

**PAYMENT OPTIONS IN PERSON:**

In addition to cashier's checks or money orders, the Court also accepts cash, debit, and credit card payments. These payments can be paid in person at the Courthouse. At this time we do not accept personal checks.



**Salt River Pima-Maricopa Indian Community  
Tribal Court**



**Physical.... 10040 East Osborn Road  
Scottsdale, AZ 85256-9722  
Phone: (480) 362-6315**

**Mailing.... 10005 East Osborn Road  
Scottsdale, AZ 85256-9722**

<http://www.srpmic-nsn.gov/government/court/>

**Business Hours: 8:00 a.m. to 5:00 p.m.**

**Monday through Friday, except holidays**

**Weapons are NOT permitted in the Court  
Building.**

**If you are under the age of 18, you MUST  
appear in court with a parent or guardian.**

**CIVIL TRAFFIC CITATION OPTIONS:**

**OPTION 1:**

Complete Option 1 form to Admit Responsibility and Pay Fine by Mail

**OPTION 2:**

Complete Option 2 form to Deny Responsibility and Request a Hearing

**OPTION 3:**

Appear at your Initial Hearing and Admit or Deny Responsibility In Person.

**To ensure timely delivery:**

★ Please be sure to mail documents **NO LATER THAN SEVEN (7) days** prior to the Appearance date on your citation.

**ENCLOSE A COPY OF YOUR CITATION**

**Complete this form to select: OPTION 2**

**Step 1: Contact Information**

**By choosing this option, you do not have to appear on the date shown on your citation. A hearing date will be scheduled and you will be notified by mail.**

Provide the following information:

Print your name as it appears on the citation:

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

Email \_\_\_\_\_

Select one:

☐ I will be represented by an advocate.

☐ I will be representing myself.

**Representation by an Advocate**

Section 4-4(b) of the SRPMIC Code of Ordinances states that any person appearing before the SRPMIC Court may have a "lay advocate" assist them. **This cost is at your own expense.**

Neither the SRPMIC Legal Services Office nor the Defense Advocates Office provide advocates for Civil Traffic Cases.

Lay advocates must be admitted to practice before the Community Court and must file an entry of appearance with the Court and must also notify the Prosecutor's Office.

Professional Attorneys shall not be permitted to practice before the court in civil traffic matters according to Sec. 4-4(a).

**OPTION 2, Step 2: Request a Hearing  
And Deny Responsibility**

**YOU MUST ENCLOSE A COPY OF YOUR CITATION**

Agency Use or Report Number: \_\_\_\_\_  
(Upper right box on citation)

Circle the charge(s) that you wish to contest:

**A      B      C      D      E**

Read and sign the following statement:

**I enter a plea of denial and request a hearing to contest the violation(s) indicated above.**

**I understand that it is my responsibility to ensure that my request for a hearing is received by the court prior to the appearance date shown on my citation.**

**I understand that I will be notified by mail of my Hearing date.**

**I understand that it is my responsibility to contact the court if I do not receive a Hearing date within thirty (30) days of mailing in my request.**

**I understand that if I do not appear on my scheduled Hearing date, a default judgment will be entered against me.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Please note any reasonable accommodations needed:

**OPTION 3: Initial Appearance**

You may choose to attend your "Initial Appearance." The appearance time and date are specified on your citation.

At that time, you may enter a plea of "responsible" or a "denial" for each and every offense on the citation.

For any charges that you plead "responsible" for, you will be responsible for the designated fine.

If you choose to enter a plea of "denial," a hearing will be scheduled for a later date. NOTE: If you fail to appear for your scheduled hearing date, a default judgment will be entered against you.

*NOTE: If you have selected OPTION 1 or OPTION 2 and your paperwork is received by the court prior to your appearance date, you do not have to appear at this "Initial Appearance."*

**Class I, Civil Traffic Offenses eligible to be reduced to zero if repairs made (see Fine Schedule)**

If you have been charged with any of these eligible offenses and would like to provide proof of repair(s), you will need to attend your Initial Appearance and provide evidence of repair to the Judge.

**IMPORTANT INFORMATION**

**DEFAULT JUDGMENT**--A judgment of "responsible" entered against a defendant who has failed to plead or otherwise defend against civil traffic citation charges. Associated fines will be imposed as penalty.

Failure to pay fines may result in referral to a collection agency. You would be responsible for any additional collection fees.

**To view more information regarding our Court, please visit our website:**

<http://www.srpmic-nsn.gov/government/court/>