

**CIVIL METRO CITATION**

STATE OF TENNESSEE  
 COUNTY OF DAVIDSON  
 IN THE METRO GENERAL SESSIONS COURT:

**DEFENDANT'S COPY**

**No. CM 005801**

The undersigned certifies to have just and reasonable grounds to believe, and does believe, that

On	DAY OF WEEK	DATE	MONTH	YEAR	A.M.	P.M.
Last Name						
First Name						MI
Identifiers	RACE	SEX	HEIGHT	WEIGHT	EYES	HAIR
	DATE OF BIRTH		MONTH	DAY	YEAR	
DL #					EMPLOYED BY: State	
Address	STREET		CITY			
Business Name						
Street Address and Business Name			City		Zip Code	

STREET OR ADDRESS

WITHIN \_\_\_\_\_ FEET OF

DID UNLAWFULLY COMMIT THE FOLLOWING OFFENSE IN VIOLATION OF: METROPOLITAN/CODE AND SECTION

RELATED COMPLAINT NUMBER	RELATED WARRANT NUMBER(S)
PROSECUTOR (Sign)	Please check one of the following boxes. <input type="checkbox"/> MNPD <input type="checkbox"/> Vanderbilt
ISSUING AGENT (Print)	

Employee Number	Assigned Div
PHONE #	

FOR OFFICE USE ONLY					
DATE	MONTH	YEAR	2	0	

General Sessions Court  
 Justice A.A. Birch Bldg  
 408 2nd Avenue N.  
 PO Box 196302  
 Nashville, TN 37219-6302  
 Phone Number 615-862-5222

I hereby acknowledge receipt of a copy of this citation. I also waive formal issuance and service of a warrant upon me. I understand that I must respond to this citation with a designated form of action within 45 days from the issuance date of this citation. Forms of actions are payment in full or request a court hearing.

**NOTICE: FAILURE TO TAKE A FORM OF ACTION WITHIN 45 DAYS OF THIS CITATION CAN RESULT IN: THE COURT ORDERING YOU TO PAY A CIVIL FINE/PENALTY, COURT COSTS AND LITIGATION TAXES TO THE METROPOLITAN GOVERNMENT; THE ISSUANCE OF AN EXECUTION AND GARNISHMENT TO COLLECT THE FINE/PENALTY, COSTS AND TAXES; AND THE ISSUANCE OF A BENCH WARRANT FOR YOUR ARREST FOR CONTEMPT OF COURT, WITH A PENALTY OF UP TO FIVE (5) DAYS IN JAIL AND/OR A FINE OF UP TO TEN DOLLARS (\$10.00). T.C.A. § 7-3-502. IN ADDITION, YOU MAY BE SUBJECT TO OTHER CIVIL REMEDIES INCLUDING MANDATORY INJUNCTION.**

USED FOR ARREST ONLY

FINGERPRINT

**No. CM 005801**

Defendant's Signature \_\_\_\_\_

## INSTRUCTIONS ON CIVIL METRO CITATION

If you choose to plead Guilty or No Contest and pay fine and cost, you must remit \$106.50 prior to your compliance date. Your compliance date is 45 days from the issuance date.

If you pay your citation in lieu of requesting a Court Date for a trial, it will be entered as a Guilty or No Contest plea. In accordance with Metro Code 01.24.050, only **dismissed** charges may be expunged from Public Record.

If you have been cited for a vicious dog citation, you must appear in court per M.C.L. 8.08.060. A **mandatory** Court Date will be mailed to you for your appearance for a trial.

**Request Community Service** - This option only applies if you were cited with 11.32.030 - Possession of Marijuana in Certain Amounts.

If you have been cited with a violation of any metropolitan code provision, you can see a copy of that code in the Metropolitan Clerk's Office during normal business hours. The phone number is (615) 862-6770, or you may visit the website at [www.nashville.gov](http://www.nashville.gov)

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Payments should be made payable to the Metropolitan General Sessions Traffic Violations Bureau located in the Justice A.A. Birch Bldg., 408 2nd Ave N., P.O. Box 196302, Nashville, TN 37219-6302. You may visit our web-site at <http://tvb.nashville.gov> for on-line credit card payments and additional information.

The Traffic Violations Bureau is open between 8:00 A.M. and 4:25 P.M. Monday through Friday, except on court holidays. The phone number is (615) 862-5222.

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If you wish to appear in court and are found guilty by a preponderance of the evidence, there will be a mandatory Litigation Tax and Court Cost assessed in addition to the fine.

Failure to pay fine and cost or appear in court **will result in a default judgment against you causing the issuance of an execution and garnishment or levy of personal property.**



If you have a disability and require assistance, please contact 862-5199.

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### APPEARANCE PLEA OF GUILTY / NO CONTEST

I, the undersigned, understand that I am posting a bond for my appearance in court on the complaint of the offense charged on the other side of this citation. I do not hereby waive my right to a court trial, but affirm that, should I fail to go to court, my appearance shall be entered by my signature below. Should I fail to go to court in person, I am informed that my signature below is a **PLEA OF GUILTY / NO CONTEST** to any offense charged and will have the same force and effect as a judgment of court.

SIGNATURE: \_\_\_\_\_