

## Davidson County Traffic Court Information Sheet

Justice A. A. Birch Building  
408 2<sup>nd</sup> Ave. North  
P.O.Box 196302  
Nashville, TN 37219-6302

Traffic Bureau Phone Number: (615) 862-5222  
Website: <http://circuitclerk.nashville.gov/traffic/>  
Office Hours: M – F, 8:00 am to 4:25 pm  
Traffic School Office: (615) 862-8345

### CITATION RESPONSE INFORMATION

**ACT PROMPTLY!** You have 45 days from the date that your citation was issued to satisfy each violation for which you were cited using one of the following options:

**Option A – Pay Ticket; Option B – Plead Not Guilty; or Option C – Apply for Traffic School.**

If you fail to comply within this time frame, a default judgment will be entered against you, causing the amount you owe to increase, the suspension of your driver's license and the garnishment of your wages or bank accounts.

*Note: If you hold a Commercial Driver's License (CDL), pursuant to Federal/State law you are not eligible to apply for Traffic School (Option C) or to provide proof of correction in order to pay a nullification fee instead of the fine (Option A). You must pay the original fine amount or plead not guilty (Option B).*

### FORMS OF ACTION

#### Option A – Pay Ticket: Plead Guilty and Pay Fine and Administrative Court Costs

You may make payment in person, by mail, or on-line at <http://circuitclerk.nashville.gov/traffic/>. When calculating the amount owed, look at your citation carefully. You can be charged with up to five (5) separate violations per citation. Use the table below to determine the amount due for the citation and violations marked on your citation. Make checks/money orders payable to **Traffic Violations Bureau**.

#### TRAFFIC CITATION FEE

<b>Court Costs</b>	\$42.00	<b>Fee for Each Citation Issued.</b> <ul style="list-style-type: none"> <li>When paying the citation, this \$42 citation fee should be added to the <u>total</u> fine amounts and/or nullification fees listed below for each violation marked on your citation.</li> <li>When applying for school, this fee is in addition to the <u>total</u> of the Non-Moving violation fines/nullification fees and school fee due.</li> </ul>
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#### FINE AMOUNT TABLE

Violations	Fine Amount	Definition.
<b>Moving Offenses-</b> Including the following violations listed on citation: A,B,C,D,E,N,W,Q,S*	\$50.00	Moving Offenses are violations that are related to the operation of the motor vehicle.
<b>Non-Moving Offenses-</b> Including the following violations listed on citation: H*,J*,K*,L*,M*,P*, R*	\$35.00  Or	Non-Moving Offenses are violations of motor vehicle equipment or documentation.
<b>*Eligible Nullifiable Offenses with Proof of Correction-</b> Note: S charge <u>can only</u> be nullified if you had insurance when you received the citation. If you provide proof, no \$12 fee is due.	Nullification Fee \$12.00	Eligible Nullifiable Offenses are Non-Moving and Insurance violations that can be corrected. By providing proof of correction, you will be permitted to pay a nullification fee for each violation rather than the full fine amount. For more information about nullifiable violations and specific examples, refer to our website at <a href="http://circuitclerk.nashville.gov/traffic">http://circuitclerk.nashville.gov/traffic</a>
<b>Seatbelt Offense – G violation</b>	\$20.00	

#### Option B - Plead Not Guilty: Request a Court Hearing

If you want to plead *not guilty*, complete the Application Form and "**PLEAD NOT GUILTY FORM**" on the back of this notice and mail it to the address listed on the envelope provided with your citation. You will receive a letter notifying you of your Court hearing date.

**Notice:** If you appear in Court and are found guilty, or if you fail to appear, the amount you owe will increase due to mandatory litigation tax and court costs that must be assessed, in addition to the fine.

#### Option C - Apply for Traffic School: Plead Guilty and Apply for Defensive Driving School

Only moving violations are eligible for Defensive Driving School. If you have been cited for both Moving and Non-Moving violations, you must satisfy the Non-Moving violations by paying the fine/fee (Option A) or pleading not guilty (Option B).

**Registration for Traffic School** - You may register for Traffic School on-line (Method 1) or by mail (Method 2).

**Method 1:** Register and Pay for Traffic School On-line.

You must complete the following two steps on-line **within 45 days from the date your citation was issued:**

Step 1 - Go to [www.gstrafficschool.nashville.gov](http://www.gstrafficschool.nashville.gov) to make your school payment and register.

Step 2 - Go to <http://circuitclerk.nashville.gov/traffic/> and pay the \$42.00 court costs due on your citation.

**Method 2:** Register and Pay for Traffic School by Mail.

Follow the Traffic School Registration Form Instructions on the back of this notice. The Application Form and method of payment should be mailed, along with a copy of your citation, to the address listed on the front of this notice in the envelope provided with your citation.

**Note:** You should promptly apply for traffic school because if you are found to be ineligible, your citation must be paid in full within the original 45 days.

### APPLICATION FORM

You must complete the Application in full and sign/date on the line provided in the option box you choose.

**Option B – Plead Not Guilty** - To request a Court date and plead not guilty, complete the statistical information, check the Option B box, and complete the *Plead Not Guilty Form*.

**Option C – Apply for School** - To apply for Traffic School, complete the statistical information, check the Option C box, and complete the *Traffic School Registration Form*.

### Statistical Information

Ticket Number		
Last Name		First Name
		Middle Initial
Street Number	Street Name	Apartment Number
City		State
		Zip Code
Date of Birth		Driver's License Number
		State
		M or F
Daytime Phone (Include Area Code)		Evening Phone (Include Area Code)
		Sex

#### PLEAD NOT GUILTY FORM

**CHECK HERE FOR OPTION B – PLEAD NOT GUILTY**

You will be notified by mail of your assigned Court date. You are responsible for following the progress of your case and verifying that your request was received by the Clerk's Office within 45 days from the date your citation was issued.

If you are found guilty when you appear in Court, or if you fail to appear, there will be mandatory litigation tax and court costs assessed, in addition to the fine.

I am pleading not guilty and requesting a Court hearing date. For ADA Accommodations, call (615) 862-5199.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

#### TRAFFIC SCHOOL REGISTRATION FORM

**CHECK HERE FOR OPTION C – APPLY FOR TRAFFIC SCHOOL**

**NOTE:** If you hold a Commercial Driver's License issued in any state, you are not eligible to attend Defensive Driving classes per 49 C.F.R. §384.226 and T.C.A. §55-10-301(c). This restriction applies regardless of the type of vehicle being operated at the time of the violation. Refer to the Fine Amount Table for your violation(s).

School fees are determined on the last 3 years of previous schools attended: 1<sup>st</sup>/2<sup>nd</sup> school=\$70; 3<sup>rd</sup> school or reckless driving = \$90. Enclose the following items in the envelope provided with your citation: 1) this Application Form; 2) school fee made payable to **Metro Government**; 3) separate payment made payable to the **Traffic Violations Bureau** for \$42.00 Court Costs plus fines or nullification fees due on Non-Moving violations; and 4) proof of correction for each nullifiable violation, if any.

The date and time of your Traffic School assignment will be mailed to the address you have provided above. If you are unable to attend on your scheduled School date, **immediately** call the **Traffic Safety School at 862-8345**. All re-scheduling of School dates must be done prior to your assigned School date. There will be a re-scheduling fee due which will be payable to **Metro Government**.

Circle the Choice of Language and Type of School you wish to attend below:

Choice of Language: English or Spanish

Type of School: In Person or On-Line

By signing below, I acknowledge that I have read the information on this notice and elect to plead guilty. I am requesting the opportunity to attend Traffic School. I understand that if it is determined I am ineligible, I must pay the fine amount for my violation(s) within 45 days from the date my citation was issued.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

For ADA Accommodations for School, call (615) 862-5199 - Sign language is available upon request.