

## Davidson County Traffic Court Information Sheet

Traffic Violations Bureau, Justice A. A. Birch Building, 408 2<sup>nd</sup> Ave. North, PO Box 196302, Nashville, TN 37219-6302, (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 8:00 am to 4:00 pm

### TICKET RESPONSE INFORMATION

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

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

**T.C.A. §7-3-502 NOTICE: FAILURE TO TAKE A FORM OF ACTION WITHIN 45 DAYS OF THIS TICKET 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).**

**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/fee (Option A). You must pay the original fine/fee amounts or plead not guilty (Option B).**

### FORMS OF ACTION

#### Option A – Pay Ticket Prior to Compliance Date: Pay Fine, Fee 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 ticket carefully. You can be charged with up to five (5) separate violations per ticket. Use the table below to determine the amount due for the ticket and violations marked on your ticket. Make checks/money orders payable to **Traffic Violations Bureau**.

#### TRAFFIC ADMINISTRATIVE COURT COST

<b>Administrative Court Costs</b> Note: If you have <u>only</u> been charged for the S violation (Insurance) on your ticket and can provide proof that you had insurance <u>in your name</u> at the time of the stop, the \$44.00 ticket cost is <u>not</u> due.	<b>\$44.00 per ticket</b>	<b>Cost for Each Ticket Issued.</b> <ul style="list-style-type: none"> <li>When paying the ticket, this \$44.00 per ticket cost should be added to the <u>total</u> fine/fee amounts and/or nullification fees listed below.</li> <li>When applying for school, this \$44.00 per ticket cost is in addition to the <u>total</u> of the Non-Moving violation fines/fees, nullification fees and school fee due.</li> </ul>
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#### FINE AND FEE AMOUNT TABLE

Violations	Fine/Fee Amount per violation	Definition
<b>Moving Offenses-</b> Including the following violations listed on ticket: A,B,C,D,E,N,O,W,Q,S*	\$63.75	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 ticket: J*,K*,L*,M*,P*,R*	\$48.75 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 <u>in your name</u> when you received the ticket. 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/fee 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>	\$33.75	

#### 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 shown on the envelope provided with your ticket. 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. Only [www.gstrafficschool.nashville.gov](http://www.gstrafficschool.nashville.gov) is accepted. The exact web address must be put in your address bar, not in a search app such as “Google.” Other schools are not accepted.

You must complete the following two steps on-line **within 45 days from the date your ticket 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 \$44.00 administrative Court costs due on your ticket.

**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, along with a copy of your ticket, should be mailed to the address shown on the front of this notice in the envelope provided with your ticket.

**Note: You should promptly apply for traffic school because if you are found to be ineligible, your ticket 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, complete the *Plead Not Guilty Form*, and mail form in the envelope provided.

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

### 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 ticket was issued.

T.C.A. §7-3-502 NOTICE: FAILURE TO APPEAR IN COURT ON THE DATE ASSIGNED 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).

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/Fee Amount Table for your violation(s).

School fees are based on your driving history and any traffic school classes you attended within the last 3 years: 1<sup>st</sup>/2<sup>nd</sup> school = \$85.00; 3<sup>rd</sup> school or reckless driving = \$90. You may refer to the Traffic School website at <http://gscourt.nashville.gov> for questions.

Enclose the following items in the envelope provided with your ticket: 1) this Application Form; 2) school fee made payable to **Metro Government**; 3) separate payment made payable to the **Traffic Violations Bureau** for \$44.00 Administrative Court Costs plus fines/fees 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 ticket was issued.

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

\_\_\_\_\_  
Date

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