

Davidson County Civil Metro Citation Information Sheet

Traffic Violations Bureau, Justice A. A. Birch Building, 408 2nd Ave. North, PO Box 196302, Nashville, TN 37219-6302, (615) 862-5222
 Website: <http://tvb.nashville.gov>. Office Hours: Monday – Friday, 8:00 am to 4:25 pm

ACT PROMPTLY! You have 45 days from the date that your citation was issued to satisfy using one of the following options as your form of action:

Option A – Pay Fines/Fees; Option B – Request a Court Hearing Date

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 are cited with a violation of “Vicious Dog” Metro Code 08.08.030 a mandatory Court date will be mailed to you for your appearance for a trial.

FORMS OF ACTION

Option A – Pay Citation Prior to Compliance Date: Pay Fine, Fee and Administrative Court Costs

You may make payment in person, by mail, or on-line at <http://tvb.nashville.gov>. When calculating the amount owed, look at your citation carefully. You may use the table below to determine the amount due for the violation marked on your citation. Make checks/money orders payable to **Traffic Violations Bureau**.

PLEASE NOTE: FOREIGN CURRENCY IN ANY FORM CANNOT BE ACCEPTED AS PAYMENT. PAYMENTS MUST BE DRAWN ON A U.S. BANK.

FINE AND FEE AMOUNT TABLE

Violations	Fine/Fee Amount Per Citation	Minimum Amount due after Compliance Date	Definition
Metro Code Violations	\$112.50	\$156.25	Civil Metro Citation Violations are defined in the Metro Code Section.
*Eligible Nullifiable Offenses with Proof of Correction- NOTE: Alarm permits can be nullified if you acquire a valid permit after you received the ticket. If you provide proof and \$12.00 nullification fee your citation will be dismissed.	<i>Nullification Fee</i> \$12.00	\$156.25	Alarm permits: 10.60.100 A By providing proof of correction, you will be permitted to pay a nullification fee rather than the full fine/fee amount. For more information about nullifiable violations and specific examples, refer to our website at http://tvb.nashville.gov .
Vicious Dog	<i>Cannot pay</i>		Vicious Dog: 08.08.030 A mandatory court date will be sent to you for a trial.

Option B - Request a Court Hearing: Plead Not Guilty

If you want to plead *not guilty* and request a court hearing, complete the Application Form and “Request A Court Date” 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 by a preponderance of the evidence, 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.

Complete the Court date application form on Reverse Side

To request a Court Hearing, you must do the following:

1. Complete the statistical information in full.
2. Sign and date the application.
3. Place a stamp on envelope provided.
4. Your application must be received within 45 days of issue date of citation.

Statistical Information

Citation 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.**

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