

## 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://tvb.nashville.gov>. 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 Fines/Fees; 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). ADDITIONALLY, FAILURE TO COMPLETE A FORM OF ACTION ON OR BEFORE THE COMPLIANCE DATE WILL RESULT IN THE COURT REPORTING FAILURE TO APPEAR TO THE TN DEPARTMENT OF SAFETY WHICH MAY RESULT IN SUSPENSION OF YOUR DRIVER'S LICENSE.**

**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://tvb.nashville.gov>. This online site can also calculate the amount you owe or you may utilize the table below to determine the amount due for the violations marked on your ticket. When calculating the amount owed, look at your ticket carefully. You can be charged with up to **five (5) separate violations per ticket**. 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 Violation	Minimum Amount Due After Compliance Date	Definition
Seatbelt Offense – G violation	\$83.75 <i>per violation</i>	\$157.50 <i>per violation</i>	
<b>Moving Offenses –</b> Including the following violations listed on ticket: A,B,C,D,E,F,O,W,Q,S*	\$113.75 <i>per violation*</i>	\$157.50 <i>per violation</i>	Moving Offenses are violations that are related to the operation of the motor vehicle. <b>*VIOLATION F – HANDS FREE LAW CARRIES AN ADDITIONAL \$5.00 fee per TCA 55-08-199 (c)(5)</b>
<b>Non-Moving Offenses –</b> Including the following violations listed on ticket: J*,K*,L*,M*,P*,R*	\$98.75 <i>per violation</i>	\$157.50 <i>per violation</i>	Non-Moving Offenses are violations of motor vehicle equipment or documentation.
<b>*Eligible Nullifiable Offenses with Proof of Correction –</b> <b>Note:</b> 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, <b>no fee is due.</b>	OR Nullification Fee \$12.00 <i>per violation</i>	\$157.50 <i>per violation</i>	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://tvb.nashville.gov">http://tvb.nashville.gov</a> .
<b>T and U Violations</b>	<i>Please contact Clerk</i>	\$157.50 <i>per violation</i>	Call (615) 862-5222 for Fine/Fee Amount or visit <a href="http://tvb.nashville.gov">http://tvb.nashville.gov</a>

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

Visit <http://tvb.nashville.gov> or 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

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). You **cannot** attend School to satisfy Non-Moving violations. **DO NOT PAY THE MOVING VIOLATION FINE/FEE LISTED ABOVE IF YOU ARE APPLYING FOR SCHOOL.**

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

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

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

**Step 1 –** Go to <http://tvb.nashville.gov> and pay a \$50.00 (**\$55.00 for VIOLATION F – HANDS FREE LAW - TCA 55-08-199**) administrative court cost for each Moving violation marked on your ticket.

**Step 2 –** Go to <https://trafficschool.nashville.gov>, make your school payment and register. The type of school you will be assigned is based on your driving history and any Traffic School classes you have attended within the past 3 years.

You may also refer to the Traffic School website at <https://trafficschool.nashville.gov> for questions. The exact web address must be put in your address bar – not in a search app such as “Google.” Other schools are not accepted.

**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.

### 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
Date of Birth		Driver's License Number
		M or F
Daytime Phone (Include Area Code)		Email Address
		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).

**DO NOT PAY ANY MOVING VIOLATIONS IF YOU ARE APPLYING FOR SCHOOL.**

Enclose the following items in the envelope provided with your ticket: 1) Application Form with Statistical Information filled out above; 2) Payment made payable to the **Traffic Violations Bureau** which includes \$50 (**\$55 for TCA 55-08-199 - Hands Free Law**) for **each moving violation** marked on your ticket plus \$90 for the Traffic School fee. (One moving violation = **\$140**; two = **\$190**; three = **\$240**; etc.) Schools are based on your driving history and any Traffic School classes you have attended within the last 3 years. You may call the Traffic School if you are unsure of your school eligibility. **For any mail in school application that is denied, the school fee paid will be applied toward the moving violation(s) and overpayment will be refunded by mail to your address listed above.**

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 or complete your assigned class **you cannot reschedule your class**. If you miss your class, a failure to comply will be sent to the Department of Safety.

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 for School, the school fee will be applied toward the moving violation and any overpayment will be refunded by mail.

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

\_\_\_\_\_  
Date



For ADA Accommodations for School, call (615) 862-5199 (Sign Language is Available Upon Request).