

FOR MANDATORY APPEARANCES: You must appear in person at the court noted on the front of the ticket by the specified date. By law, **persons under 18 years of age may NOT pay by mail; they must appear in court** on the specified date AND must be accompanied by an adult.

TO PAY VOLUNTARY ASSESSMENT BY MAIL: You must pay the TOTAL AMOUNT DUE (in U.S. dollars only) on or before the court due date (see front) by mailing a check or money order (made payable to "State of Delaware") to P.O. Box 7039, Dover, DE 19903-7039 or to the appropriate Alderman's Court. **Write the ticket number on your check and include a copy of the ticket with your payment.** DO NOT MAIL CASH. If a receipt is needed, please send a self-addressed stamped envelope with your payment.

TO PAY VOLUNTARY ASSESSMENTS BY CREDIT CARD: Payments may be made by credit card (VISA, MASTERCARD, DISCOVER) by mailing or faxing a copy of the front of this ticket (with credit card information) to the Voluntary Assessment Center, P.O. Box 7039, Dover, DE 19903-7039, (fax #) 302-739-7590, by court due date (see front of ticket). Please call (302) 739-6911 to confirm receipt and acceptance. For all JP Court traffic tickets, you may also make a payment online at <https://pubsrv.deljjs.delaware.gov/epayment>.

THE PLEAS OF RESPONSIBLE OR NOT RESPONSIBLE are only applicable to civil violations.

TO PLEAD NOT GUILTY/NOT RESPONSIBLE: If you plead not guilty/not responsible, you are requesting a court trial and must appear in court to defend against the charge(s). To plead NOT GUILTY/NOT RESPONSIBLE, sign below and mail or fax a copy of the front AND back of the ticket to the Voluntary Assessment Center, P.O. Box 7039, Dover, DE 19903-7039, (fax #) 302-739-7590, by court due date (see front of ticket), and call (302) 739-6911 to confirm receipt. Upon receipt of notification that you wish to plead "not guilty/not responsible," you will be notified of the location, date and time of your appearance in the Justice of the Peace Court.

I WISH TO PLEAD NOT GUILTY OR NOT RESPONSIBLE. _____

Signature

Date

TO REQUEST PAYMENT ARRANGEMENTS OR PROBATION BEFORE JUDGEMENT: If you cannot pay the total amount due on your ticket in full by the court due date or wish to request probation before judgment, you need to plead "not guilty" and appear at the scheduled time at Court to defend yourself, request payment arrangements or probation before judgment. It is the COURT'S DECISION to allow payment arrangements or probation before judgment, if applicable. **OUT OF STATE DRIVERS MUST BRING A CERTIFIED COPY OF THEIR DRIVING RECORD.**

ADDRESS CORRECTIONS: If the address shown on the ticket is incorrect, you must notify the Division of Motor Vehicles, and the Voluntary Assessment Center, of your CORRECT address when sending your payment or pleading not guilty or not responsible.

IMPACT ON YOUR DRIVER'S LICENSE: If you have questions concerning your driver's license, please contact your local Division of Motor Vehicles. For Delaware drivers only, under DMV policy #45 (effective 4/1/00), a driver who pleads guilty and pays the fine for a speeding violation from 1-14 miles per hour over the posted speed limit **through the Voluntary Assessment Center** will not be assessed points on their driver's license **so long as they have NOT been convicted of speeding violation within the previous three year period.** If you cannot or do not pay the fine to the Voluntary Assessment Center, the policy does not apply. Please contact the Division of Motor Vehicles for information about licenses and policies.

TRIAL REQUESTS AND QUESTIONS to:

VOLUNTARY ASSESSMENT CENTER	(unless payable to Alderman's Court)
P.O. Box 7039	PHONE #: (302) 739-6911
Dover, DE 19903-7039	FAX #: (302) 739-7590
Hours: Monday-Friday, 8 a.m. – 6 p.m.	EMAIL: jpcourt@state.de.us

FAILURE TO COMPLY: If you FAIL TO COMPLY with this summons, your DRIVING PRIVILEGES WILL BE SUSPENDED and a WARRANT FOR YOUR ARREST may be issued, without further notice.