

INSTRUCTION PAGE FOR JP COURT TICKETS ONLY

PAY VOLUNTARY ASSESSMENTS BY CREDIT CARD:

Payments may be made by credit card (VISA, MASTERCARD, DISCOVER) online at courtpay.delaware.gov. Payments may also be made by mailing or faxing a copy of the ticket (along with credit card information) to the Voluntary Assessment Center, P.O. Box 7039, Dover, De 19903-6039, fax number 302-739-7590 by the court due date (see front of ticket).

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 of ticket) by mailing 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 or money order, 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.

IMPACT ON YOUR DRIVER'S LICENSE:

For Delaware drivers only, under DMV Division Policy Regulation #45 (effective 4/1/2000), a driver who pleads guilty and pays the fine for a speeding violation, within 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 violations 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 Division of Motor Vehicles for more information about licenses and policies.

REQUEST PROBATION BEFORE JUDGMENT:

In order to qualify for probation before judgment you cannot have a motor vehicle conviction or have been granted probation before judgment within the last five years; and you cannot hold a Commercial driver's license. It is the COURT'S DECISION to allow probation before judgment. Out of State drivers must bring a CERTIFIED COPY OF THEIR DRIVING RECORD for the past 5 years. If you wish to request probation before judgment, you will need to plead "not guilty" and appear at the scheduled date and time at Court to request probation before judgment.

PLEAD NOT GUILTY/NOT RESPONSIBLE (NR only applicable to civil violations):

If you plead not guilty/responsible, you are requesting a court appearance and must appear in court. To plead NOT GUILTY/NOT RESPONSIBLE, sign below and mail or fax a copy of the ticket and these instructions (with your signature) to the address above by the court due date (listed on front of ticket). 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. If you are scheduled for a court appearance, multiple cases are scheduled at the same time and you may have an extended wait, so please plan accordingly.

I WISH TO PLEAD NOT GUILTY OR NOT RESPONSIBLE:

	SIGNATURE	DATE
ADDRESS:	_____	_____
	_____	_____
PHONE NO.:	_____	Ticket No. _____

MANDATORY APPEARANCES:

You must appear in person at the court noted on the front of the ticket at the date and time specified. This Mandatory Appearance is an arraignment and/or Call of the Calendar. There is no trial scheduled for this initial appearance. By law, persons under 18 years of age may NOT pay by mail; they must appear in court on the specified date and time AND must be accompanied by a parent and/or guardian..

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 in your payment or pleading not guilty or not responsible.

REQUEST ADDITIONAL INFORMATION:

You may contact the Voluntary Assessment Center at 302-739-6911, fax no. 302-739-7590. Hours of operation are Monday-Friday, 8 a.m. to 4 p.m. For all Alderman Court information contact the Alderman Court listed on the front of your ticket.

If you FAIL TO COMPLY with this summons you may face penalties such as non-renewal of license, possible license suspension, additional court assessments and/or a warrant for your arrest.