

## Understanding your citation

- Review the courtesy letter that was given to you by the officer at the same time you received your citation. If one was not provided, click on the courtesy letter button on the city website. This sheet contains information on ticket prices, entering a plea and request form for a driver safety course.
- Wait 72 hours after receiving your citation. This will ensure that the court has received the citation and has the information entered into our computer system.
- Pay your ticket, request a driver safety course, or a 30 day payment plan before the court date at the bottom of the ticket or appear before the court on that date and time.
- Enter a plea. Only the person whose name appears on the citation (other than a licensed attorney) can enter a plea.

You may plead either:

- **Guilty**  
Entering this plea means that you are admitting to the offense as charged. You will be required to pay the applicable fine plus all court costs.
- **No Contest (or Nolo Contendre)**  
This plea means that you are “not contesting” the offense. You are not admitting that you committed the offense nor are you denying it either. However, you understand that you will still be responsible for paying the applicable fine plus all court costs.
- **Not Guilty**  
When you enter this plea, you are stating to the court that you believe you are innocent of the charge and you wish to have your case placed on the pretrial docket.