

TO REQUEST A TRIAL/HEARING BY MAIL

You must request a hearing to contest charges. You can not have a hearing on your initial appearance date.

- 1. **READ AND SIGN** the following statement:
I hereby request a trial or hearing to contest the charges indicated below. I hereby enter my plea of not guilty/responsible. I understand that I am giving up the option of attending a Defensive Driving Class for those charges for which I have requested a trial/hearing.

Signature

- 2. Write the complaint number from your Arizona Traffic Ticket and Complaint located in the upper left-hand corner.

Complaint # and Charge Letter(s)

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- 3. Enter the charge letter(s) for each charge for which you are requesting a trial/hearing. The letters run vertically down the left side of the complaint.

- 4. Print the following information:

Name _____

Mailing Address _____

City _____ State _____

Zip Code _____ Phone (____) _____

Daytime Phone (____) _____

- 5. Check if applicable:
 - I will be represented by an attorney.
 - I will need an interpreter.

(language)

- 6. Detach this page and place it with your complaint or a copy in the envelope provided, stamp and mail at least five working days before your court date.

You will be notified by mail of your assigned trial/hearing date. You must appear on that date and be ready to present evidence and examine witnesses in front of a Judge/Hearing Officer.

YOU MUST BE PREPARED TO PAY ALL FINES IMPOSED THE DAY OF YOUR TRIAL/HEARING. FAILURE TO APPEAR MAY RESULT IN ADDITIONAL MONETARY PENALTIES, DRIVER LICENSE SUSPENSION, AND/OR ISSUANCE OF A WARRANT FOR YOUR ARREST.