

**READ CAREFULLY.
THIS IS YOUR ONLY NOTICE!**

Para información en Español, llame al número (775) 334-2290x7.

MANDATORY APPEARANCE: If the mandatory appearance box is checked, or a fine and fee is not listed, you are hereby ordered to appear at the Reno Municipal Court, 1 South Sierra Street, Reno, NV for the arraignment on the date and time listed on your citation. For more information, you can go to the court website at www.renomunicipalcourt.com and click on the Mandatory Appearances link on the left. **Any citation for a moving violation that resulted in a traffic accident requires a mandatory appearance.**

NON-MANDATORY APPEARANCE OPTIONS:

1. Pay your citation

You may pay your citation in full **on or before** your scheduled court date/time as long as the citation does not indicate a mandatory appearance. **You are waiving your right to a hearing before a judge and admitting guilt if you choose this method to resolve your citation.** If your court date has already passed, you must contact the court before attempting payment as your case may have been sent to collection/warrant and additional fees may have been added.

You may pay the amount indicated on your citation using one of the following methods and you must include your citation number with all payment options:

- By phone with a credit card at (775) 334-3066 or on the court website <http://reno.gov/courtpayments>. You will be charged an additional fee by a third party vendor if you choose this method.
- Use an envelope to mail a personal check/cashier's check or money order made payable to RENO MUNICIPAL COURT, P.O. Box 1900, Reno, NV 89505.
- Drop your check or money order in the drop box located on the south side of the building on Court Street (no cash, please). There is also a drop box for the court next to the ATM machine inside the building.
- Pay in person at the **Reno Municipal Court** inside the Mills B. Lane Justice Center at 1 South Sierra Street during regular business hours. Acceptable payment methods are cash, personal/cashier's check, money order, Visa, Mastercard, Discover, or debit card. There is a credit card transaction fee. An ATM is also available in the lobby of the court.

2. Appear before the Judge

You may appear on the date and time noted on the citation. A dress code is strictly enforced. Only neat and appropriate dress will be accepted. If you are sentenced to pay a fine and fees, **it is due and payable on the day of sentencing.**

***Arrive at least 30 minutes before your scheduled appearance to allow time for parking and security screening.**

IF YOU ARE UNABLE TO APPEAR ON YOUR SCHEDULED DATE/TIME YOU HAVE THE FOLLOWING OPTIONS:

1. Come in person to the Reno Municipal Court inside the Mills B. Lane Justice Center, 1 South Sierra Street, Reno **before** your court date to request a new court date and time.
2. Send a letter (or fax: 775-334-3824) **before** your court date explaining why you cannot appear and that you are requesting an extension. Include your full name, case number, current address, and phone number. You will be informed of the Court's decision via written notice to the address given.

No extensions will be granted over the phone.

INSURANCE VIOLATIONS: If you can provide valid proof of insurance showing coverage at the date and time of the violation, you may bring in proof of insurance to the Reno Municipal Court Clerk's Office during regular business hours. You will be required to sign a declaration under penalty of perjury that the proof is valid. All proofs of insurance are verified. Falsification of insurance proof may lead to a warrant for your arrest.

SPECIAL ACCOMMODATIONS: Persons with disabilities who require special accommodations or assistance should notify the Reno Municipal Court Clerk's Office at (775) 334-2290 prior to the date of their hearing.

COURT AUTHORIZED TRAFFIC SAFETY SCHOOL: For further information, go to the court website at www.renomunicipalcourt.com.

COURT PROCEDURES: The Court will do its best to accommodate your scheduling needs. However, be advised that failure to respond to any notice from the Court on or before your scheduled court date or failure to pay any fine and fees assessed to you by the Court will result in the issuance of a warrant for your arrest with accompanying criminal and civil penalties, including forfeiture of property, driver's license suspension, wage garnishment, and negative credit reporting.

To view the complete fee schedule for the Reno Municipal Court and all court rules and business hours, please logon to our website:

www.renomunicipalcourt.com

All fines and fees are due and payable on day of sentencing.

REPAIR VIOLATION(S) CHECK-OFF

Dept: _____ Date Checked: _____

Officer: _____ Badge#: _____

Officer Signature: _____