

PLEASE READ THIS DOCUMENT CAREFULLY

Notice – the fine and costs printed on this document are subject to change without advance notice.

Colorado Springs Municipal Court

224 E. Kiowa St. Colorado Springs, Colorado 80903

(719) 385-5922 (During business hours)

Hours: 8:00AM – 5:00PM Monday – Friday

If you are physically challenged or otherwise need assistance accessing the court, call (719) 385-5923 before your court date.

Si necesitas un interprete, llame (719) 385-5922 antes de ir a la corte.

YOU ARE RESPONSIBLE for all parking fees and violation fines incurred while conducting court business.

Mailing Address: PO Box 2169 Colorado Springs, CO. 80901-2169

Questions?: Call (719) 385-5999 (After business hours)

or access the Internet: **www.springsgov.com/court**

YOUR RIGHTS: You have many legal rights, including: to be informed of the nature of the **charges** against you, to remain **silent**; any statement you make can and will be used against you. To consult and be represented by an **attorney**. If you cannot afford one, you have the right to request one be appointed for you. To deny the allegation by appearing and pleading **not guilty** and to have a hearing before a judge or, in some cases, a **jury**, during which the People would have to prove your guilt beyond a **reasonable doubt**. If you have a trial, the right to **subpoena** (free of charge) and question witnesses, present evidence and to testify or choose **not to testify** on your own behalf. If you are convicted, the right to **appeal** the outcome to a higher court, provided certain filing deadlines and costs are met.

APPEARANCES: You must appear in court on the date and time indicated on your ticket **unless** the officer wrote a payment amount on the front and we have received your payment in full **before** your court date. **IF YOU ARE LESS THAN 18, your parent or guardian must also appear in court with you** and accompany you to conduct any business in court support offices.

TO CHANGE A COURT DATE YOU MUST APPEAR IN PERSON at 224 E. Kiowa in Room 108 **before** the court date indicated on the front of this summons. **Don't call or write the court** asking to change your appearance date. If you are less than age 18 your parent or guardian must also appear with you. Please bring this copy of the summons with you.

TO PAY YOUR SUMMONS INSTEAD OF APPEARING: If your summons is payable, you have several payment options:

NOTE: If you discover that you have **overpaid** your fine, please appear in person to request your refund.

- 1) **CREDIT CARD:** Call (719) 385-5999. You may pay your fine in full with your VISA, MASTERCARD and DISCOVER **before** the court date. DO NOT hang up until you get a receipt number.
- 2) **INTERNET:** Logon to www.springsgov.com.
JUVENILE OR ACTIVE WARRANT CASES MAY NOT BE PAID BY CREDIT CARD OVER THE PHONE OR INTERNET.
- 3) **MAIL:** Send your check payable in the full amount to: Colorado Springs Municipal Court at the mailing address indicated above. Be sure to **include this copy of the summons** (a parent must also sign if you are under 18). **Payment must be RECEIVED before your court date**, otherwise you must appear in court. Make your check payable to: CITY OF COLORADO SPRINGS,
- 4) **IN PERSON:** Between 8:00AM and 5:00PM at the courthouse at 224 E. Kiowa St., in Room 108 **before** your court date. Be sure to **bring this copy** of the summons with you. Your parent must also sign the front if you are under 18.
- 5) **DROP BOX:** **Before your court date**, place this ticket and your payment in an envelope and place in the drop box in front of the courthouse at 224 E. Kiowa. **DO NOT place in drop box ON your court date** as it will not be processed until the following day and a warrant may be issued. A parent must also sign the front if you are less than 18. **Include this copy** of the summons in your envelope.

YOU ARE RESPONSIBLE for having your payment received on time by the court.

CONSEQUENCES: By paying the fine instead of coming to court, you give up all your legal rights and you plead guilty to the offense(s) charged. Penalty points may be assessed against your driving record by DMV. IF YOU DO NOT WISH TO PLEAD GUILTY, DO NOT PAY THE FINE. Come to court. Expect to spend about 2-3 hours in court. **Court Costs** (currently \$20) **are applied to all payments made on or after the court date**. Additional fees may be assessed if your check is returned by the bank (bad check fees may be deducted electronically from your account), or if you fail to appear in court, or if you fail to pay this summons. Failure to appear in court may result in a **bench warrant** for your **arrest** and you could be taken into custody at any time. An outstanding warrant may impair your ability to obtain or renew a Colorado **driver's license**, or may also result in its **revocation**. If you currently have an outstanding warrant for your arrest, your payment may be returned and you may be required to appear in court as directed on the front of this summons.

GO TO OUR WEBSITE at www.springsgov.com/court for more information about LAW, the COURT, PROCEDURES, and record sealing / expungement. There is much more on the website than we can print on the back of this summons! Information may be obtained 24 hours by calling (719) 385-5999.

Para mas informacion en espanol, busque en la internet www.springsgov.com/court

COMPULSORY INSURANCE CHARGES

If you have been charged with driving without insurance (City Ordinance 10.28.101) and YOU HAD LIABILITY INSURANCE on the date and time you were ticketed, you may resolve this charge prior to your court date. In any case, you must appear on your court date unless released by the referee.

Please provide:

- 1) a copy of this ticket
- 2) a copy of the Certificate of Insurance for the vehicle you were driving at the time of the ticket.
- 3) a copy of the registration
- 4) a phone number where you can be reached

We must receive these documents **ONE WEEK BEFORE THE COURT DATE** on the front of this summons or you must come to court on the scheduled date.

Send these items to the Referee via fax (719) 385-6437 or via mail to Colorado Springs Municipal Court, Attn. Court Referee, PO Box 2169, Colorado Springs, CO 80903.

OR You may resolve your summons in person by providing the documents to the Court Referee at Municipal Court, Room 107, (9:00AM-12:00PM and 1:00PM-4:00PM Monday through Friday) before the scheduled court date.

****YOU MAY BE CHARGED WITH A FELONY OFFENSE IF YOU PRESENT FRAUDULENT PROOF OF INSURANCE****

PAYMENT OF ALL FINES, FEES AND COSTS IS DUE IN FULL WHEN YOU ARE SENTENCED

ADDITIONAL COSTS MAY BE INCURRED IF PAYMENT IS DELINQUENT AND YOUR CASE IS REFERRED TO A COLLECTION AGENCY.

FREE CHILD CARE is available at *CourtCare*, located at El Paso Combined Court, 270 S. Tejon St. 448-7747. Email: courtcare@cscnc.org.