

# **ORDINANCE VIOLATION AND/OR STATE INFRACTION INSTRUCTIONS**

**YOUR CITATION HAS BEEN FILED IN THE BEECH GROVE CITY COURT.**

**THE COURT MUST RECEIVE YOUR RESPONSE TO THIS CITATION WITHIN SIXTY (60) DAYS;  
FROM THE DATE YOU RECEIVED IT. YOU HAVE THE RIGHT TO AN ATTORNEY.**

Failure to respond by that date will result in a default judgment against you. The court may assess additional fines, costs and fees and/or suspend your driver license for failing to respond. Payment may be made by money order or cashiers check made payable to: Beech Grove City Court. **PERSONAL OR COMPANY CHECKS ARE NOT ACCEPTED.** You must sign and include this instruction sheet and your ticket with your response. Please allow 7 – 10 days for mailing and processing. **For Court information call 317-803-9155, please listen to all options.**

Mail Payments to: Beech Grove City Court  
340 E. Churchman  
Beech Grove, IN 46107

Court Hearings held at: Beech Grove City Court  
802 Main Street; 2<sup>nd</sup> Floor  
Beech Grove, IN 46107

You may also respond in person at the Beech Grove City Court offices located at **340 E. Churchman, Beech Grove, IN 46107**. Payments are accepted in person Tuesday - Thursday from 9:00 am to 4:00 pm. If paying with cash you **MUST** have exact change. Money orders and cashier checks are also accepted. **Personal or company checks are not accepted.**

**\*\*\*\* Please visit [www.bgcourt.com](http://www.bgcourt.com) for amount due on your ticket. Allow 5-7 business days from issuance for the ticket to process. \*\*\*\***

You may also pay your ticket online with a credit card at [www.bgcourt.com](http://www.bgcourt.com)

Your plea options include the following: **PLEASE CHOOSE ONE (1) OF THE FOLLOWING RESPONSES**

**1. ADMISSION:** You may admit the violation and pay this ticket. An admission has the same effect as a court judgment. A record of this judgment will be sent to the Indiana Bureau of Motor Vehicles and your licensing state. To admit this ticket you must sign below and mail this instruction sheet, your payment and your ticket to the Beech Grove City Court, 340 E. Churchman, Beech Grove, IN 46107.

***I ADMIT the violation, give up my right to trial and have enclosed payment.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. NOLO CONTENDERE (no contest):** A plea of *Nolo Contendere* means that you do not admit the violation but consent to the entry of judgment against you. A record of this judgment will be sent to the Indiana Bureau of Motor Vehicles and your licensing state. To plead no contest to this ticket you must sign below and mail this instruction sheet, your payment and your ticket to the Beech Grove City Court, 340 E. Churchman Beech Grove, IN 46107.

***I plead NOLO CONTENDERE to the violation, give up my right to trial and have enclosed payment.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**3. DENIAL AND REQUEST FOR TRIAL:** You may request a trial by denying the violation. To receive a court date via mail you **MUST** sign below and mail this instruction sheet and your ticket to the Beech Grove City Court, 340 E. Churchman Beech Grove, IN 46107. **You must include a SELF-ADDRESSED STAMPED ENVELOPE.** If you do not send a self-addressed envelope, it will be your responsibility to call the court and determine your court date. Please allow 7-10 days for mailing and processing your denial. **YOU MUST APPEAR ON TIME ON YOUR TRIAL DATE.** If you fail to appear or are late you will be found in violation of the allegations and additional costs, fees and or fines may be added. **COURT DATES CANNOT BE CHANGED BY PHONE.** Any request for continuance must be in writing to the court at least ten (10) business days prior to the court trial date. Hearings and Trials are held at 802 Main Street, Beech Grove, IN 46107.

***I DENY the violation and request a court trial.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**4. SAFE DRIVER DEFERRAL (Moving Violations Only):** If you believe you are eligible for a **DEFERRAL** and wish to **apply for a DEFERRAL** please sign below and mail this instruction sheet, your payment of \$229.00 and copy of your ticket to *Deferral Program c/o City Attorney/Prosecutor, 340 E. Churchman, Beech Grove, IN 46107*. Money order made payable to *Beech Grove City Court*. If you are NOT eligible and you choose this option you will be notified about further options. If you are eligible and have made payment it will not be reported as a judgment against you to the Indiana Bureau of Motor Vehicles and your licensing state. You are not required to attend any classes. You are eligible if you have had no moving violation within the past six months. If you enter into a deferral agreement, you agree not to commit any moving violations within the next six (6) months. For further information call 317-808-5610.

***I believe I am eligible and wish to apply for a DEFERRAL***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_