

ORDINANCE VIOLATION AND/OR STATE INFRACTION INSTRUCTIONS
YOUR CITATION HAS BEEN FILED IN THE BEECH GROVE CITY COURT.
YOU MUST RESPOND WITHIN SIXTY (60) DAYS OF ISSUANCE

***** YOU HAVE THE RIGHT TO AN ATTORNEY *****

***** AFTER 10 DAYS OF ISSUANCE VISIT PUBLIC.COURTS.IN.GOV/PAY FOR AMOUNT DUE *****

Payment must be made within 60 days to avoid a late fee and possible license suspension. If you have any questions, please call or email the Court at 317-803-9155 or court@beechgrove.com. See options below to enter a plea and make payment.

<u>PAY ONLINE</u>	<u>PAY BY PHONE</u>	<u>PAY BY MAIL</u>
For amount due and to make payment online: public.courts.in.gov/pay mycase.in.gov bgcitycourt.com	To pay over the phone with a debit/credit card call the Court Office at 317-803-9155 Monday – Friday 9am – 3pm	Mail a cashier's check or money order made payable to: Beech Grove City Court 103 Main Street, 2 nd Floor Beech Grove, IN 46107 Please allow 10 days for processing.

PLEASE CIRCLE ONE (1) OF THE FOLLOWING RESPONSES IF YOU ARE MAILING IN PAYMENT

1. **ADMISSION:** By circling this option you admit to the violation. 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 ("BMV") and your licensing state. To enter an admission, you must sign below and mail this form, payment, and a copy of your ticket to the above address. You waive your right to a trial.
2. **NOLO CONTENDERE (no contest):** By circling this option you plead Nolo Contendere. A plea of Nolo Contendere means that you do not admit the violation but consent to entry of a judgment against you. A record of this judgment will be sent to the BMV and your licensing state. To plead no contest, you must sign below and mail this form, payment, and a copy of your ticket to the above address. You waive your right to a trial.
3. **DENIAL AND REQUEST FOR TRIAL:** By circling this option you deny the allegations. To receive a court date by mail you **MUST** sign below and provide this form and a copy of your ticket to Beech Grove City Court. **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 or look online to determine your court date. You can also provide an email address and a court order will be emailed to the address provided. **YOU MUST APPEAR ON TIME FOR YOUR TRIAL.** If you fail to appear a default judgment will be entered. Any request for continuance must be made in writing to the court address or email address within ten (10) business days prior to the trial date.
4. **SAFE DRIVER DEFERRAL (moving violations only):** If you are interested in a **DEFERRAL**, please visit PUBLIC.COURTS.IN.GOV/PAY to determine eligibility. If you are eligible and pay the associated fees, a judgment will **NOT** be reported to the BMV or your licensing state. For further information visit PUBLIC.COURTS.IN.GOV/PAY.

Signature: _____ Date: _____

E-Mail: _____ Phone: _____