

READ CAREFULLY. THIS IS YOUR ONLY NOTICE.

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

If (MANDATORY APPEARANCE) is noted next to any violation on your citation or if the mandatory appearance box is checked at the bottom of your citation, you are hereby ordered to appear at the Reno Municipal Court, One South Sierra Street, Reno, NV for arraignment on the date and time listed on your citation.

TO 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. **The court assumes that you are waiving your right to a hearing before a judge and admitting guilt if you choose this method to resolve your citation.**

For non-mandatory appearance charges, you may pay the amount indicated on your citation using one of the following methods:

- Pay by phone with a credit card at 775-334-2290.
- Mail a personal/cashier's check or money order 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), or inside the court at the Information Desk drop box.
- Via Western Union (using City Code: RMCOURT).
- Pay in person at the Reno Municipal Court inside the Mills B. Lane Justice Center, One South Sierra Street, Reno, Monday through Friday 7:30a – 5p (except holidays). Acceptable payment methods are cash, personal/cashier's check, money order, Visa, MasterCard, or debit card. An ATM will be available in the lobby of the court soon.

IF YOU WISH TO APPEAR BEFORE THE JUDGE...

...you may do so on the date and time noted on the citation. A dress code is strictly enforced. Persons wearing tank tops, shorts, cutoffs and/or jogging attire will not be admitted into court. Only neat and appropriate dress will be accepted. Shoes and shirts are required. No gum chewing, food or drink is allowed in the courtroom. If you are sentenced to pay a fine, **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, One South Sierra Street, Reno to request a new court date and time.
2. Send a letter (or fax: (775) 326-5118) explaining why you cannot appear and that you are requesting an extension. Include your full name, case number, current address and phone number.

No extensions will be granted over the phone.

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.

TRAFFIC SAFETY SCHOOL: If you receive a moving violation in the City of Reno, you may qualify to attend traffic school to avoid having demerit points reported to the Department of Motor Vehicles (DMV). **You do not qualify if your citation: involves an accident wherein you were cited for a moving violation was issued for not yielding right-of-way to a pedestrian; could result in 5 or more DMV demerit points, or if you have had another citation or accident**

wherein you were cited for a moving violation in the past 3 years. In order to attend traffic school, you first need approval from the Court. You can appear in person or send a written request to the court. Requesting the traffic school option from the Court does not guarantee it will be granted. For a complete list of certified traffic schools and demerit points, visit the DMV website at www.dmvnv.com.

FIX-IT TICKETS may be signed off by any police officer and submitted to the court in person or via mail.

INSURANCE VIOLATIONS: If you were insured on the date and time of your violation, you may bring in proof of insurance to the Reno Municipal Court Clerk's Office, Monday through Friday, 7:30a – 5:00p. You will be required to sign an affidavit acknowledging your coverage. All proofs of insurance are verified. Falsification of insurance proof will lead to a warrant for your arrest.

CHILDCARE: Camp Laughing Bear is a free, child-friendly play center designed exclusively for the patrons of the Reno Municipal Court while attending court business. Children are accepted up to age 12 on a first-come, first-served basis. Parents must remain the courthouse while their children use the play center. Call (775) 334-2290, extension 409 for more information.

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 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. RMC 06.20.060A

All fines are due and payable on day of sentencing.