

TRAFFIC DIVISION

- Locations, Hours, Phone Numbers
 - Courtesy Notices
 - Court Appearance Information
 - Traffic School
 - How to Plead Not Guilty
 - Fine or Bail Payment Information
 - Failure to Appear or Pay
 - Correctable Violations
 - Legal Advice and Information
 - Driving Under the Influence
 - Drivers License Suspension
 - Juvenile Traffic Citations
 - Parking Citations
 - Frequently Asked Questions
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Court Locations, Hours, and Phone Numbers

Fairfield Branch

Appearance location:

Hall of Justice
South Wing, 2nd Floor
550 Union Avenue
Fairfield, CA 94533

Mailing address:

P.O. Box 2463
Fairfield, CA 94533

Office hours:

8:00 am – 4:00 pm

Telephone hours:

8:00 am – 12:00 pm
1:00 pm – 4:00 pm
(707) 207-7360

Vallejo Branch

Appearance location:

Solano Justice Center
321 Tuolumne Street
Vallejo, CA 94590

Mailing address:

321 Tuolumne Street
Vallejo, CA 94590

Office hours:

8:00 am – 4:00 pm

Telephone hours:

8:00 am – 12:00 pm
1:00 pm – 4:00 pm
(707) 561-7860

Courtesy Notices

- If you are cited for a traffic violation, the court will mail you a “courtesy” notice at the address listed on the citation. You should receive this notice approximately three to four weeks after you received the citation. There are payment options to help avoid the inconvenience and time associated with coming to the courthouse. There may be an additional fee required for extended payment options. If you do not receive your courtesy notice or do not understand your options, you may come in person to the courthouse or inquire by mail prior to your appearance date. If your appearance in court is

required, your courtesy notice will indicate “Yes” next to the words “Mandatory Appearance”.

- Most questions will be answered with information provided by a courtesy notice. Please allow approximately three to four weeks from the date you received your citation for the court to process your citation and mail a courtesy notice. You are still required to respond to your citation whether or not you receive a courtesy notice.
 - Do not disregard your citation if you do not receive your courtesy notice in the mail. You must appear at the courthouse or settle your case by mail by the appearance date, whether or not you receive the courtesy notice.
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Court Appearance Information

- You must contact the Traffic Division for a court appointment before the appearance date on your citation, or appear. If your appearance in court is required, your courtesy notice will indicate “Yes” next to the words “Mandatory Appearance”.
 - If your case is delinquent, contact the appropriate court to determine court appearance eligibility, or call 1-800-333-8395 if your case is 60 days or more past due.
 - Appropriate business attire is required to appear in court. You may need to allow adequate time for parking and to check through the security entrance.
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Traffic School Information

- You may request a list of schools from the court, or you may consult your local yellow pages. This list consists of on-line, at home, video, or a one-day class.
- You will be required to pay the bail amount plus a \$24.00 administrative fee. Upon completion of the school, and before your due date, you must return the completion certificate to the court.
- If there are any correctable violations on your citation, these corrections must be received along with any fees before permission will be granted. You will be required to pay an additional fee to the school.
- If you are eligible and decide not to attend traffic school, your automobile insurance may be adversely affected.

The requirements for traffic school eligibility are as follows:

You must have a valid driver's license.

You have not attended traffic school in the past 18 months.

You have no outstanding Failures to Appear.

The citation only involves a moving infraction and does not involve any drug or alcohol violations.

You were not speeding more than 25 mph over the posted limit.

Failure to attend traffic school can adversely affect your driving record and insurance.

Click here for [List of On-line Traffic Schools](#).

How to Plead Not Guilty

- You can plead not guilty by appearing in court and requesting a court trial to be held at a later date where the officer will be present.
- You may also plead not guilty to an infraction, at the counter in our business office by signing a form and posting bail during normal business hours.
- You may also request a Trial by Declaration. The form(s) you need may be downloaded from our website (in Adobe Acrobat format), or you may call or write one of the traffic [locations](#) for the forms.

[PDF TR200: Instructions for Defendant – Traffic Infraction](#)

[PDF TR205: Request for Trial by Written Declaration](#)

Fine or Bail Payment Information

- The “bail” on a citation is the amount of money required to guarantee your appearance. Your courtesy notice will show the amount required. If you choose to forfeit the bail on the citation, the violation is deemed paid; and the resulting conviction will be placed upon your driving record.
- Your courtesy notice will indicate the amount due or if your appearance in court is mandatory. If you wish to pay the bail, you may do so by mailing a check or money order payable to “Superior Court” along with your courtesy notice to the court address on the notice before your appearance date. Each location also provides a **Drop Box** to allow you to pay by depositing your check or money order with the courtesy

notice. ***Do not deposit cash in the Drop Box.*** If you wish to pay in person, you may do so in our business office during normal business hours.

- Credit card payment is accepted by calling:

Fairfield Branch – 1-800-496-4085

Vallejo Branch – 1-800-687-2069

Or via internet by clicking [here](#). You will need to know your docket number in order to use this service. Official Payments Corporation, the service provider, charges a nominal fee for this service. Please allow approximately three to four weeks for the court to process your citation and mail a courtesy notice.

- If you have already appeared in court and have been given time to pay the fine imposed by the judge, you may mail a check or money order along with your docket number to the court by the due date. You may also use the drop boxes inside the courthouse or pay in person as previously mentioned.
- If your case is more than 60 days delinquent, it is possible it may have been referred to our collection agency. For payment information you may contact them: GC Services, 1-800-333-8395
- If you have good cause to excuse your failure to pay/appear, please click [here](#) for a Declaration form.

Failure to Appear or Pay

- If you fail to appear or pay your citation on or before the scheduled date, you may be assessed an additional civil assessment fee in the amount of \$300, your case referred to a collections agency, or a warrant may be issued for your arrest. Your license may also be suspended by the Department of Motor Vehicles.

Correctable Violations

- Bail may be reduced upon receipt of proof of valid correction on many equipment, registration, and license violations. Proof of correction must be verified and signed of by a law enforcement officer on the back of the citation. An exception to this rule: if cited for no proof of insurance, a law enforcement officer cannot sign off the back of the

citation. Proof of insurance (valid at the time the citation was issued) must be presented to the court. The effective and expiration dates must be indicated. There will be a transaction fee due to the court when proof of correction is submitted.

For Legal Advice and Information

- Clerks cannot give legal advice or answer legal questions. If you plan to proceed with your case without an attorney, the Court Law Library has the reference material to assist you. The library is located on the 3rd floor of the Hall of Justice building, 600 Union Avenue, Fairfield.
 - Clerks cannot recommend an attorney. However, if you would like assistance in obtaining an attorney, the Attorney Referral Service provides referral assistance at no charge by calling (707) 422-0127.
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Driving Under the Influence

- Please refer to our [Criminal Division](#) web page.
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Driver's License Suspension

- If your driver's license has been suspended for failure to appear, you may appear or pay the bail due and a release of your suspension will be issued. If you wish an immediate release up upon appearance, or payment in full, the court will update the DMV files electronically. There may be a \$7.00 fee for this, subject to change.
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Juvenile Traffic Citations

- The Solano County Probation Department administers the Juvenile Traffic Court program. For information related to Juvenile Traffic Division and Juvenile Traffic Court, contact:

Solano County Probation Department
475 Union Avenue
Fairfield, CA 94533
(707) 784-7631

Parking Citations

- All parking citations are handled by each individual city. You must contact the agency that issued the citation.
 - Refer to the instructions on the reverse side of your citation for information regarding payment, failure to respond and appeals.
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Frequently Asked Questions

1. **Is there Night Court for traffic citations?**

Not at this time.

2. **Where do I obtain a copy of an accident report?**

The arresting agency may be contacted for a copy of an accident report. At times the judge/commissioner may provide a copy upon court appearance.

3. **What happens if I don't take care of my traffic citation by the appearance date?**

Failure to take care of your traffic ticket by your appearance date either by paying for it by mail, or by appearing in court on or before will result in your case being transferred to a collection agency, an additional charge of \$300 will be imposed, and the DMV may suspend your driver's license. In some instances there may be a warrant ordered for your arrest.

4. **Who do I contact regarding a traffic citation I received?**

On your citation there is a location indicated to which you are to report. Court addresses and hours are available on our [Court Locations](#) page.

5. **I received a traffic citation but I have not yet received a notice with the bail amount, what should I do?**

Notices sent to you by the courts are done as a courtesy to you. If you don't receive a notice on or before your appearance date, you should make arrangements to contact the appropriate court as listed above.

6. **Am I eligible for traffic school?**

You may be eligible to attend traffic school if the following apply:

- If you have not attended traffic school within the last 18 months prior to this citation
- You must have a valid driver's license
- You have no outstanding Failures to Appear
- This citation only involves a moving infraction and does not involve any drug or alcohol violations.
- You were not speeding more than 25 mph over the posted limit
- Failure to attend traffic school can adversely affect your driving record and insurance.

7. **Do I have to show up in person?**

The majority of traffic citations **are not** mandatory appearances. Check your courtesy notice for this information. If you signed your citation, you should at least make sure you contact the court on or before your court date.

8. **Can I get an extension, and if so, how?**

Generally yes. There are different types of extensions for different types of traffic matters. You will need to contact the court listed on your citation for further details.

9. **I've registered for traffic school, what should I do now?**

Once you have paid your bail plus the \$24 traffic school fee to the court, you will receive a 90 day continuance to allow you time to go to school and present proof of completion to the court. You may present proof at any time on or before that date. When proof is presented to the court, the moving violation will be dismissed.

10. **Do I have to pay the court a fee to attend Traffic School and a fee to the Traffic School?**

Yes. A fee is due to the court in the amount of the bail plus \$24 and a fee to the Traffic School that you attend. Methods of instruction and class fees vary.

11. **Do you accept credit cards?**

Yes. Credit card payment is accepted by calling:

Fairfield Branch	-	1-800-496-4085
Vallejo Branch	-	1-800-687-2069

On-line by clicking [here](#).

12. **I received a ticket for your court but I live in Southern California. Where can I get a list for my area?**

You can obtain a list from your local court, or from the [Department of Motor Vehicles](#) or choose our [List of On-line Traffic Schools](#).

13. **Can I get legal advice from the clerk assisting me?**

Clerks are not able to provide legal advice. It is suggested you either contact an attorney, or perform your own research prior to filing any paperwork.

14. **What if I am unable to appear in court, can I write a letter?**

Click [here](#) for a Declaration form. This declaration must be filled out properly in order to submit your request to the judicial officer.