

VIRGINIA PREPAYABLE OFFENSES INFORMATION SHEET

You have been given a summons accusing you of violating state or local traffic laws. If you wish to plead guilty, waive your right to trial and pay the applicable prepayable fine(s) and fee(s) prior to trial (thereby avoiding having to appear in court), you must do all of the following:

1. Read the NOTICE on the back side of your summons.
2. Read the description of your alleged violation, which follows "Describe charge:" on your summons.
3. Examine the "Brief Description(s)" portion of the Table on the right side of this form for description(s) that matches or very closely matches the description(s) on your summons.
4. a. If your violation is described in the Table, **calculate the total fine(s) and fees** by adding all applicable fines, inserting the total in the total fines blank and then adding the applicable fees to determine the total prepayment due. You must also follow all the instructions on the summons in PRETRIAL WAIVER AND PREPAYMENT INSTRUCTIONS.
- b. If your violation is not described in the Table, call the telephone number listed on your summons and follow all of the instructions on the summons in PRETRIAL WAIVER AND PREPAYMENT INSTRUCTIONS.
5. YOU MAY NOT PREPAY if the charge is for reckless driving.
6. If you prepay more than one violation arising out of the same incident, add only one \$ 51.00 processing fee plus any other fees shown at the bottom right side of the form.
7. To provide for timely delivery by mail, payment should be mailed at least 7 days before your court date. Prepayment is effective only on receipt by the court, not on the date that you mail it. An additional fee will be added if payment is received after the court date. **Make checks payable to the District Court.**
8. General district courts and juvenile and domestic relations district courts accept credit or debit card payments via the Internet. Online payments are accepted until 3:30 p.m. (eastern time) on the last business day before your court date. **Go to: www.vacourts.gov.**
If you pay by credit or debit card, you will be charged a 4% convenience fee.

The Uniform Fine Schedule does not restrict the fine a judge may impose for an offense listed here or in the Uniform Fine Schedule in Rule 3B:2 in any case for which there is a court hearing.

If you were involved in an accident and desire to plead NOT GUILTY and have your case heard on the date set, please notify the court by checking the not guilty box below and returning this form to the court within 7 calendar days from the date the summons was issued. If this notice is not received by the court and the officer needs witnesses for the trial, the case may have to be continued from the original court date. You are still required to appear on the original court date whether you send this form or not unless you have received official notice from the court that the case has been continued to a future date or unless you decide to plead guilty and prepay the offense. Failure to appear may result in your being tried in your absence.

I was involved in an accident and want to plead NOT GUILTY.

.....
 NAME (PLEASE PRINT) TRIAL DATE

.....
 NAME OF ATTORNEY, IF RETAINED DRIVER'S LICENSE NUMBER

.....
 SUMMONS NUMBER

FINES FOR CERTAIN PREPAYABLE VIOLATIONS

Brief Description	Fine
<input type="checkbox"/> Child restraint/safety belt violation (under 18 years; first offense – pay fine only)	\$ 50.00
<input type="checkbox"/> Failure to use seat belt (pay fine only)	25.00
<input type="checkbox"/> Disabled parking violation	150.00
<input type="checkbox"/> Driving wrong way on one-way street	30.00
<input type="checkbox"/> Earphones while driving	25.00
<input type="checkbox"/> Equipment violation (each charge)	30.00
<input type="checkbox"/> Expired rejection sticker	50.00
<input type="checkbox"/> Failure to dim headlights while moving	30.00
<input type="checkbox"/> Failure to display license plates	25.00
<input type="checkbox"/> Failure to drive on right side of highway	100.00
<input type="checkbox"/> Failure to give proper signal	30.00
<input type="checkbox"/> Failure to have vehicle inspected	30.00
<input type="checkbox"/> Failure to correct defects	50.00
<input type="checkbox"/> Failure to obey highway sign	30.00
<input type="checkbox"/> Failure to obey traffic lights	100.00
<input type="checkbox"/> Evasion of a traffic control device	50.00
<input type="checkbox"/> Failure to obtain registration	25.00
<input type="checkbox"/> Failure to secure load	30.00
<input type="checkbox"/> Failure to yield right of way	30.00
<input type="checkbox"/> Following too closely	30.00
<input type="checkbox"/> Illegal radar detector	40.00
<input type="checkbox"/> Impeding flow of traffic	30.00
<input type="checkbox"/> Improper lane change	100.00
<input type="checkbox"/> Improper passing	30.00
<input type="checkbox"/> Improper U-turn	30.00
<input type="checkbox"/> Stop sign	30.00
<input type="checkbox"/> Speeding (except as provided below)	6.00 per MPH over speed limit
<input type="checkbox"/> Speeding in highway work zone § 46.2-878.1, or school crossing zone § 46.2-873	7.00 per MPH over speed limit
<input type="checkbox"/> Speeding in enhanced residence zone, § 46.2-878.2	200.00 plus 8.00 per MPH over speed limit
<input type="checkbox"/> Highway Safety Corridor moving violation (double the prepayable fine) § 46.2-947	

\$ _____ TOTAL FINES

Personal checks and credit or debit cards accepted. *See reverse.* \$ 51.00 PLUS PROCESSING FEE

\$ _____ LOCAL FEES (per charge)

\$ _____ **TOTAL PREPAYMENT**
 Payable in U.S. Dollars only