

Office hours are 8:30 AM to 4:00 PM (Closed 12-1 PM) Monday – Friday

T R A F F I C S C H O O L A G R E E M E N T

CITATION / REFERENCE: _____

YOUR DUE DATE TO COMPLETE TRAFFIC SCHOOL AND PAY FINE IS: _____

You are hereby allowed to attend one of the DMV approved Traffic Schools provided that you are not currently attending, and have not attended Traffic School for a citation issued within 18 months and one day of your current citation. The 18 months and one day is calculated from the issuance date of the previous citation for which you attended Traffic School to the current citation issuance date. If you are not eligible, and proceed to complete Traffic School, DMV will assess the point count on your record and the conviction will not be kept confidential which may affect your insurance. The \$52.00 administrative fee will not be refunded if you fail to complete the Traffic School.

With reference to your listed citation/complaint, you have the following rights:

1. Formal arraignment (Notice of Charge).
2. The right to have an attorney represent you in all proceedings before the court.
3. The right to trial by court.
4. The right to present evidence, and the right to subpoena witnesses to testify on your behalf.
5. The right to confront and cross-examine witnesses who may testify against you.
6. The right against self-incrimination (that is, to remain silent).
7. The right to a speedy trial (within 45 days from arraignment date).
8. If found guilty, the right not to be sentenced for up to 6 hours and no later than 5 days.

To attend traffic school, you give up these rights.

You must pay the total bail/fine due as well as the non-refundable \$52.00 administrative fee on or before your Traffic School and fine payment due date. Payment can be submitted in person, by mail, by phone, or online. (Contact information shown above.) Failure to submit payment on or before your Traffic School due date will result in no credit for completing Traffic School, may add an additional \$100 civil assessment fee, and the conviction reported to the DMV. It is your responsibility to contact and pay a tuition fee to the approved school of your choice and make all necessary attendance arrangements.

Classroom and Internet Traffic School Link: <https://www.dmv.ca.gov/portal/> - If you do not have internet access, you may call 1-800-777-0133 to obtain a list of traffic schools or you may request a list from the court

Upon satisfactory completion of the course, the school will report your completion to the court electronically. The conviction involving the above citation will be kept confidential and are reported to the DMV pursuant to 1803.5 VC. **We cannot accept proof of completion unless the full fine has been paid. Be sure you provide the Traffic School with our court information, San Francisco Hall of Justice # 38460, so that your completion is sent to the correct court**

If you fail to complete the course by your due date, the court will decide your case based upon the information set forth on the citation or complaint without further evidence, statement or hearing; and that the fee you paid to the court will be reverted to bail and declared forfeited as per section 40512.6 VC. A conviction will be reported to the DMV which may adversely affect your automobile insurance and the court may order that no further proceedings be held in this case.

How to navigate through the DMV’s web site for approved traffic schools.

Traffic School Link: <https://www.dmv.ca.gov/portal/>

- Search for “Traffic School List”
- Click on Traffic School List
- Click on “Find a traffic school”
- Select “Type of Instruction” in the drop-down menu – Click Search.