

**LITCHFIELD PARK MAGISTRATE COURT**

214 W WIGWAM BLVD

LITCHFIELD PARK AZ 85340

Phone (623) 935-7091

Fax (623) 535-1831

LitchfieldParkCourt@courts.az.gov

Be sure to read your traffic complaint/citation thoroughly. You must respond to the court in person or, if eligible, use the options listed in this brochure before the date and time indicated on your traffic complaint/citation.

Your traffic complaint/citation has a check box in the lower left section above your signature. If the Criminal box is checked, you **MUST** appear in court on your court date.

**\*\*\*COURT APPEARANCE LOCATION ONLY\*\*\*\***  
**AVONDALE CITY COURT**  
**11325 W. CIVIC CENTER DRIVE**  
**AVONDALE AZ 85323**

**Appear at this location only on the date and time indicated for appearance on your complaint/citation. To appear prior to the date and time on your complaint/citation (civil violations only), appear at 214 W. Wigwam Blvd., Litchfield Park, AZ 85340.**

If the check box in the lower left section above your signature is checked Civil, you have received a civil traffic complaint/citation and your options are detailed within this document. You may choose one of three options, or you may appear on or before the date and time shown on your civil traffic complaint/citation to resolve your case. If you have multiple violations on your civil traffic complaint/citation, you will need to indicate your choice for each violation.

➤ **Option 1 – Attend Defensive Driving School**

If you are eligible and you successfully complete the class, the eligible traffic violation will be dismissed, and no points will be placed on your record. You will only pay an enrollment fee to the school. Do NOT pay the court fine. See Page 2.

➤ **Option 2 – Pay by Telephone, in Person, Online, or Mail**

Waive your right to a hearing, enter a plea of responsible, and pay the fine. You do not have to appear in court. Payment must be received by the court prior to your court date. We suggest allowing at least 5 days for mailed payments. Payment can be made in person at 214 W. Wigwam Blvd., Monday through Friday, between the hours of 8:00 a.m. and 3:00 p.m., by phone at (623) 935-7091, or at [www.azcourtpay.com](http://www.azcourtpay.com). See and complete page 3.

➤ **Option 3 – Request a Hearing**

At your hearing, you may bring witnesses and you will have the opportunity to present your case before a judge. Once the hearing begins, you can no longer attend Defensive Driving School. If you are found responsible, ALL FINES ARE DUE IN FULL at the conclusion of your hearing. See Page 4.

**Option 1 – ATTEND DEFENSIVE DRIVING SCHOOL**

Attending defensive driving school provides the opportunity to have an eligible charge (See Page 5) dismissed without going to court, no points assessed for that charge, no negative impact on your insurance, and no fine for that charge. If you receive an extension for attending school, that extension is only for the eligible charge. You must appear in court or pay the fine(s) for any additional charge(s) on your complaint/citation on or before your appearance date.

You are eligible to attend a defensive driving class if you meet **ALL** the following requirements:

1. You have not attended a Defensive Driving Class in Arizona for dismissal of a traffic charge within one year from the previous violation date to the current violation date.
2. Your traffic charge did not result from an accident involving death or serious physical injury.
3. If you hold a **commercial driver's license** you **ARE** eligible to attend the Defensive Driving Diversion program providing you were driving a vehicle requiring a class D license or a class M license and the vehicle was not being used for commercial purposes.
4. Your traffic charge has not already been set to a hearing.
5. **If you are under 18 years of age, you must appear in court with a parent to obtain permission to attend a Defensive Driving Class.**

**WHAT TO DO?**

1. If you wish to attend a class, in Arizona, in another state, or online, you may do so by contacting one of the state certified schools in Arizona.
2. To find a certified school either:
  - Visit [www.azcourts.gov/drive](http://www.azcourts.gov/drive)
  - Or Visit [www.azdrive.com](http://www.azdrive.com)
  - Or
  - Call the Defensive Driving School information line at: 1-888-334-5565 (automated response only). The City of Litchfield Park is located within Maricopa County.
3. **You must complete the online program or attend a class at least 7 days prior to your court date, which is located above your signature on the complaint/citation. The registration process can take up to 3 days to complete.**
4. Once registered, if you find you need more time to complete the class, you will need to make a request for a continuance in writing with the court.

Failure to complete the defensive driving class may result in the entry of a default judgment, a suspension of your driving privilege, and/or additional monetary penalties.

Requests for court date extensions are not accepted by phone; you must appear, file a written motion by fax at (623)-535-1831, or by email at [LitchfieldParkCourt@courts.az.gov](mailto:LitchfieldParkCourt@courts.az.gov). Call (623) 935-7091 for more information.

**Option 2 – PAY BY MAIL, TELEPHONE, OR IN PERSON**

1. **READ AND SIGN the following statement:**

I hereby waive my right to a hearing; enter a plea of responsible, consent to judgment imposing the prescribed fine:

\_\_\_\_\_  
Signature (If paying by credit card, this signature must match name on card)

\_\_\_\_\_  
Parent's Signature (required if less than 18 years of age)

**Write the traffic complaint number below (upper left-hand corner of citation).**

2. Select form of payment.

**Money Order**    **Cashier's Check**  
(Make payable to Litchfield Park Magistrate Court.)

**Visa**    **MasterCard**    **Discover**

**NO PERSONAL/BUSINESS CHECKS ACCEPTED.** Do not send cash.

See fine schedule on pages 5 and 6 for fine amount; list amount in Fine Amount column below. If your court date has passed, contact the court by phone to receive further instructions. Your court date is written above your signature on the complaint/citation. Pay the Grand Total amount under the Total Fine column

	<b>FINE AMOUNT</b>	<b>TOTAL FINE</b>
Charge 1 \$ _____	\$ _____	_____
Charge 2 \$ _____	\$ _____	_____
Charge 3 \$ _____	\$ _____	_____
Charge 4 \$ _____	\$ _____	_____
Charge 5 \$ _____	\$ _____	_____
Convenience Fee \$1.00	\$ 1.00 (add if paying by credit card)	_____

GRAND TOTAL \$ \_\_\_\_\_

\*\*\*\*\*PLEASE NOTE: A \$1.00 CONVENIENCE FEE WILL BE ADDED TO ALL CREDIT CARD TRANSACTIONS\*\*\*\*\*

**Credit Card Payment: Complete the following information:**

Cardholder's Name \_\_\_\_\_

Billing address \_\_\_\_\_

City/State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone # \_\_\_\_\_ Card Expiration date \_\_\_/\_\_\_

Card # \_\_\_\_\_ CVV# \_\_\_\_\_

**To make a credit card payment by phone, call 623-935-7091. To make a credit card payment online or a cash payment at select vendors visit [WWW.AZCOURTPAY.COM](http://WWW.AZCOURTPAY.COM).**

**To pay by mail,** place this completed sheet, your payment, and a copy of your complaint/citation in the envelope provided, stamp and mail.

**Option 3 – REQUEST A HEARING**

1. **READ AND SIGN the following statement:**

I hereby request a hearing to contest the charges indicated below. I hereby enter my plea of not responsible. I understand that I am giving up the option of attending a Defensive Driving Class for those charges for which I have requested a hearing.

\_\_\_\_\_  
Signature

**Parent/Guardian Signature (required if less than 18) Persons under the age of 18 appearing in court must be accompanied by parent or legal guardian.**

Write the traffic complaint number below (upper left-hand corner of citation).

2. Indicate below, the charge(s) for which you are requesting a hearing. The letters run vertically down the left side of the complaint.

A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_ E \_\_\_\_\_

3. **Print** the following information:

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

ZIP Code \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Daytime Phone ( ) \_\_\_\_\_

4. Check if applicable:

- I will be represented by an attorney.
- I will need an interpreter.

\_\_\_\_\_  
(Language)

5. **Place this sheet, along with a copy of your complaint in the envelope provided.** Stamp and mail at least five working days prior to your court date. You will be notified of your assigned hearing date by mail. You must appear on that date and be ready to present evidence and examine witnesses in front of a Hearing/Judicial Officer.

**PLEASE NOTE:** If you are required to pay fines, penalties, fees or other financial obligations as a result of a judgement of this court and **you are unable to pay**, bring this information to the attention of court staff or the judge because payments over time or other alternatives may be available. Do not ignore your responsibility to pay, as this may result in additional penalties and costs to you. For more information, contact the court or an attorney.

**FINE SCHEDULE**

Listed below are VIOLATION CODES with fine amounts.

Mandatory State surcharges (78%) and all other assessments are included. Payment of fines must be received by the court on or before the court date and time noted on your citation/complaint. If payment is not received by the court date and time noted and defendant does not appear in court, a default judgment and driver license suspension with additional monetary penalties may be imposed.

**VIOLATIONS ELIGIBLE FOR DEFENSIVE DRIVING PROGRAM**

Violation Code	Amount
28-644A1 & 2	\$260.00
28-645 A1a, A1b, A3b & A3c	\$264.00
28-645A3A, 28-645B & 28-645C (See page 7)	\$260.00
28-646A1, 28-647.1 & 28-647.2	\$260.00
28-651	\$260.00

**28-701 A – SPEEDING VIOLATIONS**

Up to 9 mph over posted speed limit	\$272.00
10 – 15 mph over posted speed limit	\$290.00
16 – 20 mph over posted speed limit	\$305.00
21 – 29 mph over posted speed limit	\$360.00
30 – 39 mph over posted speed limit	\$399.00
40 mph or more over posted speed limit	\$601.00

**28-701A – FAILURE TO CONTROL VEHICLE TO AVOID AN ACCIDENT IF NO MPH INDICATED**

28-701E	\$224.00
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**28-701.02A1 thru 28-701.02A3 MUST APPEAR IN COURT**

28-702.01C	\$272.00
28-702.04B	\$260.00
28-704A to 28-706B	\$260.00
28-709A1 & A2	\$260.00
28-710A & B	\$260.00
28-721A & B	\$260.00
28-722	\$190.00
28-723.1 & 28-723.2	\$260.00
28-724A, 724B, 28-727 & 28-729.2	\$224.00
28-725, 726A1, A2 & A3	\$190.00
28-728B & C	\$200.00
28-729.1 & 729.3	\$220.00
28-730A, B & C	\$204.00
28-731, 732, 733B, & 734	\$190.00
28-751.1, 751.2, 751.3, 751.4A, 751.4B, 28-754A & 28-775A2	\$220.00
28-754B & 28-754C	\$204.00
28-771A & 28-771C	\$190.00
28-772	\$200.00
28-773	\$260.00
28-776A	\$225.00
28-774, 775A, 775A1, 775A3, 775C, 775D, 775D1-D2, 775E, 775E1, 775E2	\$224.00
28-797F	\$230.00
28-797G & H	\$264.00
28-851A thru 28-855C	\$260.00
28-856.1, 2, 3	\$224.00
28-857A1, A2 & 28-858	\$260.00
28-891A & B	\$204.00
28-914A1A&B	\$235.00

**FINE SCHEDULE CONTINUED****VIOLATIONS NOT ELIGIBLE FOR DEFENSIVE DRIVING PROGRAM**

Violation Code	Amount
<b>PEDESTRIAN VIOLATIONS</b>	
28-645A2B	\$224.00
28-645A3D	\$224.00
28-646A2 & B	\$200.00
28-666	\$224.00
28-776B	\$204.00
28-793A thru 28-793C & 28-795	\$204.00
28-796A thru 28-796C	\$204.00
<b>EQUIPMENT, OVERWEIGHT &amp; TOWING VIOLATIONS</b>	
28-921A1a	\$204.00
28-921A1b thru 28-922	\$170.00
28-924A & 28-925A	\$200.00
28-924B & C, 28-925B, 28-926A1, A2, 28-926C, 28-929.1 thru 28-965 & 28-966A, B & C	\$170.00
<b>REGISTRATION &amp; DRIVER LICENSE VIOLATIONS</b>	
28-2008 & 28-2058A2B thru 28-2060.C	\$204.00
28-2153A,	\$610.00
28-2153B1 & B2	\$614.00
28-2158C	\$110.00
28-2354A1 & A2	\$204.00
28-2354B, B1, B2, & B3	\$200.00
28-2354C 1 <sup>ST</sup> Offense / 2 <sup>nd</sup> Offense	\$145.40 / \$265.00
28-2533A	\$610.00
28-3151A, 28-3154B1 & B2	\$200.00
28-3155B1, B2, & B3	\$204.00
28-3480B	\$260.00
28-3482A	\$500.00 or
	\$260.00 with proof of reinstated license

**SEAT BELT VIOLATIONS**

28-909A1	\$105.50
28-909A2, B1 & B2	\$105.50

**INSURANCE VIOLATIONS A.R.S. §28-4135.A, B & C**

No Proof of Insurance. Violation carries a fine ranging from \$1010.20 to \$1,930.20 and a driver license/plate/vehicle registration suspension ranging from 3 months to 12 months. MVD will notify you of the suspension start/end dates by mail to your last known address on file with MVD. You may mail proof of insurance if **cited for 28-4135B or C**, your vehicle was insured on the **DATE AND TIME COMPLAINT WAS ISSUED, AND** if proof is received prior to the appearance date on your complaint.

**IF VEHICLE INSURANCE WAS NOT IN EFFECT AT THE TIME OF THE VIOLATION, YOU MUST APPEAR IN COURT.**

*To be considered for a reduced fine and waiver of driver license, plate, and vehicle registration suspensions by the court:*

- YOU MUST bring a copy of your driving record obtained from one of the AZ Motor Vehicle Division (MVD) offices.** On-line copies of your driving record **WILL NOT** be accepted by this court.
- Your driving record must show you do not have a prior conviction of A.R.S. §28-4135 in the past 24 months and **NOT MORE THAN ONE** such conviction within the past 36 months.

- You must bring proof of purchase of six (6) months current insurance. The proof you submit may be verified with your insurance company.

**A.R.S. §28-645A3A – Red-Light Violations.** Persons found responsible or entering a plea of responsible to red-light traffic control signals, including flashing stop signal violations, will be ordered by the Motor Vehicle Division to attend and successfully complete Traffic Survival School or suffer suspension of driving privileges.

**A.R.S. 28-2532A – No Vehicle Registration** \$635.50. Mail or provide proof of current registration for reduced fine of \$190.50.

**A.R.S. §28-3169A – No Drivers License in Possession.** Dismissed upon proof of driver license valid on the date and time of the violation.

**A.R.S. § 28-914(A)(1)(a), 28-28-914(A)(1)(b), 28-914(A)(2) – Distracted Driving (Effective as of 1-1-21)** Persons found responsible or pleading responsible to a violation of distracted driving will be fined \$235.00 for the first offense and \$386.50 for a second or subsequent violation.

**A.R.S. §28-907A – Child Passenger Restraint.** If you were cited for this violation, you have two options:

- Purchase a child passenger restraint system (not a booster seat) and mail the receipt dated after the date and time complaint was issued and the fine of \$200.00 may be reduced to \$0.
- Complete a CAPP class (see below) and mail, fax, or bring the Class Completion Certificate to the Court on or before your court date for suspension of the fine.

**CHILDREN ARE PRICELESS PASSENGERS PROGRAM (CAPP)**

CAPP is a voluntary program available if you were:

- Cited for **not having** a child safety seat in your vehicle. You will have a chance to obtain a new child safety seat at the class.
- Cited for not using the child safety seat. You must bring the seat to class for inspection and certification of the seat.

Registration fee is \$35.00 PER VIOLATION. Please contact one of the providers listed below to obtain information on acceptable forms of payment. **No childcare is provided; no children are permitted in class.**

**To register, call one of the following hospitals:**

- Banner Del E. Webb – 602-230-CARE (2273)**
- St. Joseph's – 602-406-CAPP (2277)**
- Banner Desert Medical Center – 602-230-CARE (2273)**
- Phoenix Children's Hospital – 602-933-CAPP (2277)**
- Or visit <http://www.azgohs.gov/highway-safety-programs/default.asp?ID=23>**

**YOU MUST APPEAR IN COURT ON THE COURT DATE SHOWN ON YOUR COMPLAINT:**

- For any violation code on your complaint that does not appear on the Fine Schedule.
- If your complaint was issued as a result of an accident involving death or serious injury.
- If you did not have current insurance at the date and time of your violation.

**IMPORTANT INFORMATION IF YOU ARE DRIVING ON A SUSPENDED LICENSE A.R.S. §28-3473A or §28-3482A.**

- Contact the AZ Motor Vehicle Division (MVD) to determine what complaint(s) remain unpaid and resulted in a suspension of your driver license.
- Pay complaint(s) in full at the court where they are located.
- Take proof of payment to MVD office and pay reinstatement fee to obtain your driver license.
- Bring your reinstated driver license with you to your court appearance(s).

If you want to contest your charge(s), you will not be able to do so on your appearance date. Your charges will be set for a trial/hearing at a later date. (See Page 4.)

## **The Litchfield Park Magistrate Court is located within the Litchfield Park City Hall building at 214 W. Wigwam Blvd. in Litchfield Park.**

Wigwam Blvd. is located halfway between Indian School Road and Camelback Road. 214 W. Wigwam is just east of Litchfield Road on the north side of Wigwam Blvd.

**Mail all correspondence/payments to the address noted above.**

## **DO NOT SEND CORRESPONDENCE OR PAYMENTS TO THE AVONDALE CITY COURT LOCATED AT 11325 W. CIVIC CENTER DR, AVONDALE, AZ 85323.**

**IF YOU WILL BE APPEARING IN COURT:**

**Appear at:**

**Avondale City Court  
11325 W. Civic Center Drive  
Avondale, AZ 85323**

The Avondale City Court is located approximately one-half mile south of Van Buren on Avondale Boulevard (115th Avenue).