



COLLIERVILLE MUNICIPAL COURT

TO PAY A TRAFFIC CITATION: www.colliervilletix.com

- **ACCEPTABLE FORMS OF PAYMENT:**
 - Credit Card – over the counter (at Court Clerk’s Office)
 - 3% service fee will be charged
 - Credit Card – online
 - www.colliervilletix.com
 - Or call 1-800-701-8560 for assistance
 - 5% service fee will be charged
 - Cash
 - Do NOT mail cash
 - Check
 - Payable to: Collierville Municipal Court
 - \$25 return check fee
 - Cashier Check
 - Money Order

PAYING A CITATION:

- You must contact the Municipal Court Clerk’s Office **within 20 days** of receiving your citation to:
 - Pay the forfeit, if your court appearance is not mandatory.
 - Or enter a plea and set your citation for a court hearing.
- Failure to contact the Court Clerk within 20 days to enter a plea or set your citation for a court hearing will result in a court judgment and court costs assessed.
- You have a right to a trial, but you also have a right to pay a forfeit and **WAIVE** your appearance in court on the complaint of the traffic offense(s) charged on the traffic summons.
- Paying the forfeit will have the same force and effect as a **GUILTY** judgment before the court.
- You may pay your traffic citation at the Court Clerk’s Office during regular business hours, Monday-Friday, 8:00 am to 4:30 pm, pay online, or mail your payment to:

Collierville Municipal Court
101 Walnut Street
Collierville, TN 38017

- Mailed payments
 - Enclose the pink copy of the citation with your payment
 - Write the citation number and the name of the person who received the citation on your check, money order, or cashier’s check.
 - Your payment must be received by the Court Clerk no later than the date written on the bottom of the citation.
 - Juvenile ticket payments require the presence of a parent or guardian when making a cash payment or paying with parent or guardian’s credit card.

MANDATORY COURT APPEARANCE

- Your appearance in Court is Mandatory if the officer designated (v) MANDATORY COURT APPEARANCE on your citation and/or you are charged with any of the following charges:
 - Violation of Financial Responsibility (Insurance Law)
 - No Driver’s License
 - Expired Vehicle Registration

IMPORTANT: *You must contact the Court Clerk within twenty (20) days of the date your summons was issued to you even if your appearance in Court is Mandatory.*

The forfeit amount on each offense as charged is \$151.50 with the exception of the following offenses:

SPEEDING 1-15 MILES OVER	\$131.50
SPEEDING 16-20 MILES OVER	\$136.50
SPEEDING 21 MILES OVER OR ABOVE	\$151.50
SPEEDING IN SCHOOL ZONE	\$151.50
VIOLATION CHILD RESTRAINT LAW	\$ 50.00
HANDHELD PHONE OR PDA TEXTING	\$ 50.00
VIOLATION SEATBELT LAW	<i>(Contact Court Clerk for fine amount.)</i>

FAILURE TO APPEAR IN COURT OR FAILURE TO PAY TRAFFIC CITATION WILL RESULT IN FURTHER LEGAL ACTION

- A garnishment action may be filed against any person who fails to appear to answer a traffic summons.
- The court may issue a warrant for your arrest.
- The Court will take a judgment against you and assess additional court costs, fees, and taxes.
- The Tennessee Department of Safety will be notified to initiate suspension of your driver’s license for failure to appear and satisfy your traffic citation.
- Your citation will be turned over to a collection agency, wherein you will be liable for collection fees.
- The court collection action will be listed on your credit report.

JUVENILE TRAFFIC PROBATION

- A parent or guardian **must** accompany a juvenile who has a case scheduled on the court docket.
- A Juvenile who receives a non-aggravated traffic citation and wishes to enter a guilty plea to the offense(s) as charged **may** be eligible for Juvenile Traffic Probation, if the court finds it to be appropriate.
- If the court finds the juvenile is eligible for probation and the juvenile wishes to be placed on probation, he or she must agree to abide by all conditions of probation as set forth by the court.
- The court will determine the period of probation and conditions.
- Conditions of probation may include, but are not limited to, completing a 4-hour driving safety school, community service, payment of court costs and fees, driver’s license being surrendered to the court and/or driving privileges suspended, and other driving restrictions for a period of time to be determined by the court.
- After successfully completing his/her probation and upon payment of court costs and fees, the court will dismiss the charges and the citation will not be reflected on his or her driving record.
- Failure to successfully complete the Juvenile Traffic Probation will result in a court judgment being taken against the Juvenile with a fine, additional costs and/or fees assessed.
- If the Juvenile fails to successfully complete probation, he or she will be required to appear before the Court for a Violation of Probation hearing on the *End of Probation date* noted in his/her Probation Order.