

Waiver of Service and Request for Setting

ONLINE SUBMISSION

Follow the instructions on this form to waive personal service of your photo enforcement violation and to request a court date.

1. Complete this form and submit it to the court by the response date on your notice.
2. Indicate your preference for your court appearance date below. Photo arraignment sessions are held at 8:30 a.m. on Wednesdays and Fridays. Court sessions may take up to three hours.
3. You will receive written confirmation of your court date from the court. Indicate below whether you wish to receive notice of your court date by fax or by mail. If you have not received notice of your court date after five business days, call the court at 303-441-1810.
4. You must appear for your arraignment date on the date and time set forth in the Setting Notice. **Failure to appear will result in the entry of a default judgment against you and referral of this matter to a collection agency, which will affect your credit rating and increase the total amount owed. Failure to appear may also result in a warrant for your arrest.**

A. Select one of the following:



Please fax the setting notice to me at



Please mail the setting notice to me at the address below

B. Select one of the following:



I prefer a Wednesday morning court date.



I prefer a Friday morning court date.

C. Please read and initial all of the following statements:

☐

I have read the Proof Issues and Defenses sections of the court Web site.

☐

I agree to appear in court for formal advisement of my rights and the charge.

☐

I understand the City Attorney has the authority to dismiss or not dismiss this case.

☐

I understand that I have the right to meet with the City Attorney on my court date.

☐


I understand that photo enforcement citations carry zero points, and that the fines and fees are established by City ordinance and will not be reduced by the Judge.

☐ I understand that if I plead not guilty on my court date I will be set for trial on a later date.

☐ **By initialing this box, I hereby waive personal service of a Summons and Complaint and agree to appear on my scheduled court date.**

Name: Date:

Street Address:

City: State:  Zip Code: