

**IF YOU RECEIVED AN INFRACTION CITATION, YOU MUST TO TAKE ACTION BY THE DUE DATE ON THE CITATION**

If the address on the citation is accurate, you will receive a reminder notice from the court. Do not wait for the notice!

**You have signed a Notice to Appear; you must take action by the due date on the citation**

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO**

Hours of Operation: 8:30 a.m. to 2:00 p.m. Mon-Fri

850 Bryant Street, Room 145

San Francisco, CA 94103

[www.sfsuperiorcourt.org](http://www.sfsuperiorcourt.org)

415-551-8550 – Automated Telephone

**What do I need to do?**

You must do one of the following on or before the Due Date: (1) Uncontested: Pay the citation online, by mail or in person; OR (2) Contest the citation in-person at the court (address above) or by mail. These options are explained more fully below.

[Did you receive a citation, but can't afford to pay it? Learn more about your options.](#)

**How do I pay the citation, uncontested?**

There are three ways to pay: (1) by U.S. Mail, (2) on-line at [www.sfsuperiorcourt.org](http://www.sfsuperiorcourt.org), or (3) in person at the Court. Make checks payable to San Francisco Superior Court. Include the Citation Number on any payment or correspondence. **Your payment must reach the Court by the Due Date.** The citation will be resolved, and no further court hearings will be held.

**How do I contest the citation?**

There are two ways to contest the citation: (1) schedule an in-person trial date or (2) request a Trial by Written Declaration.

1. **How do I schedule a trial date?** There are two ways to request an in-person trial where you can present your case to a Judge:

(a) Schedule an arraignment without depositing the Bail Amount, or

(b) Avoid the arraignment by depositing the full Bail Amount and asking for a trial date without an arraignment.

**To schedule an arraignment**, you must appear in-person at the Court with your identification to schedule the arraignment, and then you must return to Court for the arraignment hearing to set a trial date if desired.

**To schedule a trial date without arraignment**, you must deposit the Bail Amount listed on your Reminder Notice and request a trial date. You can do this in-person or by mail, but the full Bail Amount must reach the Court by the Due Date.

2. **How do I request a trial by written declaration?** To contest your citation on paper without appearing at a trial, you must deposit the full Bail Amount listed on your Reminder Notice and request a Trial by Written Declaration. The Court will decide the case based on written statements submitted by you and the officer. You can make the deposit either by mail or in-person, but the full Bail Amount must reach the Court by the Due Date.

**How do I request Traffic School?** By the Due Date, you need to do three things: Pay the full amount due, **AND** pay an additional \$52 fee, **AND** ask the Court for Traffic School. If the Court allows Traffic School, and you complete Traffic School within the time allowed, you will avoid a point on your driving record. Otherwise, the point will remain on your driving record for 37 months from the Citation Date and may increase the cost of your insurance.

**If I got a fix-it ticket, how do I show that I made the corrections?** Obtain the paperwork to prove you corrected the violation. Mechanical violations (tail light, window tint, etc.) must be signed off as corrected by a Peace Officer. For registration or insurance violations, you must show proof to the court clerk that you have insurance or registration.

Provide proof of correction to the Court and pay the \$25.00 compliance fee for each correctable violation. You must complete this by the Due Date.

**WARNING:** Immediately after the Due Date, if you have either failed to pay the amount due, or failed to show up at Court to address your citation, then the Court may find you guilty in absentia, impose a Civil Assessment of \$300.00 in addition to the amount due, and report the conviction to the DMV. Convictions on your driver's license may increase your insurance costs or affect your privilege to drive.

**Pursuant to Vehicle Code section 40903(a), if you fail to take one of the actions described above, the Court will conduct a trial without you present based on your citation.**