

AGENCY NAME/JURISDICTION INFO

(CITATION NUMBER)

NOTICE TO:

☐ APPEAR IN COURT AT \_\_\_\_\_

☐ AM

☐ PM

ON:

OR

☐ RESPOND TO CITATION BEFORE:

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

See back for detailed instructions

☐ To be notified

☐ Name of Court, Division of Court, Street Address, City, State ZIP  
📞 XXX.XXX.XXXX ➡ [websiteurl.com](#)

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ACT BY THIS DATE TO AVOID A WARRANT OR ADDED FEES

Date of Violation (mm/dd/yy)

Time ☐ AM ☐ PM

Driver's License Number (all states)

Class

State

Name (first, middle, last)

Current Address (no., street, city, state, zip)

Date of Birth (mm/dd/yy)

Parent/Guardian Phone No. ☐ Juvenile

Commercial ☐ Y ☐ N

Insurance ☐ Y ☐ N

Race / Ethnicity

Sex

Hair

Eyes

Height

Weight

Vehicle License/VIN

State

Reg (mm/yy)

Year of Veh.

Make

Registered Owner/Lessee ☐ Same as driver ☐ Owner's responsibility (VC, § 40001)

Model

Body Style

Address (no., street, city, state, zip) ☐ Same as driver

Color

Reason for Stop

CHP / DOT / PUC / ICC

CITATION DETAILS

☐ Booking Required (see reverse)

Correctable (Fix-It)

Code/Section

Description

M = Misdemeanor  
I = Infraction (circle)

☐ Y ☐ N

M I

☐ Y ☐ N

M I

☐ Y ☐ N

M I

☐ Y ☐ N

M I

Approx. Speed

PF/Max Speed

Veh. Limit

Safe Speed

Radar/Lidar

☐ Commercial Veh. VC, § 15210(b)

Location of Violation

☐ Hazardous Mat. VC, § 353

City/County of Occurrence

Agency Case No.

Comments (weather, road, traffic conditions) ☐ Crash

☐ Violations not committed in my presence, declared on information and belief (VC, § 40600)  
I declare under penalty of perjury under the laws of the State of CA that the foregoing is true and correct.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DECL. DATE

\_\_\_\_\_  
ARRESTING OR CITING OFFICER

\_\_\_\_\_  
SERIAL NO.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DECL. DATE

\_\_\_\_\_  
ARRESTING OFFICER, (if different from above)

\_\_\_\_\_  
SERIAL NO.

I promise to act by the date at the top of this citation. Signing DOES NOT admit guilt.

(\_\_\_\_\_)  
CELLPHONE - OPTIONAL (may be used for reminders)

\_\_\_\_\_  
EMAIL - OPTIONAL (may be used for reminders)

X \_\_\_\_\_  
SIGNATURE

DEFENDANT COPY | FORM INFO

Continuation form ☐

Form Adopted for Mandatory Use  
Judicial Council of California  
TR-130, Traffic/Nontraffic Notice to Appear  
[Rev. Jan. 1, 2024]  
SEE REVERSE

FPO Barcode USS Code 39

Vehicle Code, §§40500(b), 40513(b),  
40522, 40600; Pen. Code, §853.9

TAB AREA

# WHAT YOU NEED TO DO

- Step ① Which box is checked on the front of the citation:  
APPEAR IN COURT **or** RESPOND TO CITATION?
- Step ② Follow instructions based on the box checked on the front.

## If APPEAR IN COURT is checked on the front

- **Your next step:** Go to court on the date, time and location on the front. Appearing in court is your **only option**. You can plead guilty or not guilty. **IMPORTANT:** Missing court may result in a warrant for your arrest. **Don't let that happen—go to court! The judge will explain next steps.**
- **Helpful Tip:** Put the court date in your calendar, set a reminder, start planning now.
- **Juveniles:** If you were under 18 years old at the time of the violation, you must bring a parent or guardian with you to court.

## If RESPOND TO CITATION is checked on the front

- Citations can take up to 14 days to show up in the court system.  
Keep checking to find your citation, and then complete Option A, B, C, or D by the date listed on front
- **Your next step:** Choose an option below and respond by the date. **IMPORTANT:** Not responding by the date on the front can result in a “failure to appear” charge, a guilty finding, an additional fee of up to \$100, and a hold on your car registration (owner’s responsibility). **Choose one of the options below to avoid these penalties:**
- **Option A: Pay or Ask for a Reduction (Guilty Finding)**
    - Pay (online, call, in person). If you cannot pay in full now, contact the court (see front for contact information) to request a payment plan or extension.
    - Ask for a reduction at MYCITATIONS.COURTS.CA.GOV (takes about 10 minutes).
- Note: This option may add points to your driving record and affect insurance.**
- **Option B: Request Traffic School** To avoid points on your driving record, you can request traffic school. You pay the citation plus an additional traffic school fee and complete traffic school. Contact the court to see if you are eligible.
  - **Option C: Dispute the Citation (Plead Not Guilty)** You can dispute the citation **in person** by requesting a court date for a trial (no cost) or **by mail** (“trial by written declaration”), which requires you to pay the fine up front (amount returned if citation is dismissed). Contact court for more details (court info on front of citation).
  - **Option D: Correctable (“Fix-It”)** If “Correctable” is checked on the front, first show an officer, authorized inspection agency, or DMV (license and registration issues only) that you fixed the issue, and they will sign the citation (below). Then, you must show the court that you fixed the issue to have the violation dismissed. You must also pay a transaction fee. For insurance issues, you must show the court you had insurance when you got the ticket and pay a transaction fee.

### CERTIFICATE OF CORRECTION (MUST BE RETURNED TO COURT)

Section(s) Violated	Signature of Person Certifying Correction	Serial No.	Agency	Date

If “**Booking Required**” is checked on front, call xxx-xxx-xxxx to schedule an appointment before the court date. You will not be arrested and will attend your court date on your own.

### MORE INFORMATION



For translations and general information about the process, visit <https://www.courts.ca.gov/forms.htm>

To contact the court, see front of citation for court’s website and phone number. The court will send notice explaining next steps.

(Circle one)

RIGHT or LEFT  
THUMB PRINT

