



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF STANISLAUS  
TRAFFIC DIVISION**

**Instructions for Request for Reduction of Fine and Order;  
Advisement and Acknowledgement of Rights; Entry of Guilty or No Contest Plea Form**

The Court is offering a new program that can quickly resolve your traffic citation without having to go to Court. This one-page request form gives you the ability to ask the Court to:

1. Significantly reduce your fine without having to attend a Traffic Court hearing;
2. To allow one or more violations to be corrected with documentation you send to the Court;
3. To request Traffic School, in addition to receiving a reduction in your fine.

**In order to be eligible for this program, the following conditions must all be met:**

1. You have not gone to Court on this case, entered a plea and received a Court order.
2. Your case must be timely. "Timely" means your appearance or hearing date is very recent, or is set for a date in the future. If your case was continued due to a Court closure, you are likely timely if you haven't taken other action on it.
3. You cannot have a Failure to Appear DMV hold on your license due to this case.
4. Your case cannot be in a Failure to Pay, in collections, or on a payment plan status.

**Steps for completing form:**

1. **Read sections #3 and #4** on this form so you are aware of your rights, and what you will be acknowledging when you sign this form.
2. **Read section #2**, if you have a proof of correction to be considered, you must attach documentation, such as proof of insurance cards; corrections signed off by a police officer on the back of your citation, etc.
3. **Read section #5**, and look at the fine reduction amounts. If the reduced amount on the right column is more than you can pay because of financial hardship, you can ask for additional relief by filing a "Request for Order" packet, which is available on the court's website.
4. **Read section #6**
  - a. Mark the box **only** if you are requesting Traffic School. Be sure it is marked if so.
5. **Complete section #6 as follows:**
  - a. Signature: \_\_\_\_\_ Sign your name
  - b. Print Name: \_\_\_\_\_ Print your name under the signature
  - c. Date: \_\_\_\_\_ Fill in date you signed it
  - d. Address: \_\_\_\_\_ Complete your mailing address, including city, state and zip code
  - e. Phone: \_\_\_\_\_ fill in your phone or message number
  - f. Email Address: \_\_\_\_\_ add your email address

**Send your form to Traffic Court: 2260 Floyd Avenue, Modesto, CA 95355**

There is a drop box available on an outside door if you prefer to drop it off at our location.

**Important Information:**

1. **Do not send money for payment until you receive a copy of your order in the mail.**
2. **The Court will let you know how much to pay.**
3. **If approved, you will have 60 days to pay your ticket, or 90 days if you take traffic school.**
4. Payment Methods – online at [www.stanct.org](http://www.stanct.org) or by check, money order or cashier's check sent by mail or drop box.
5. Be sure to send any proof of corrections with your form or it will not be allowed as a correction.
6. If your fine is more than you are able to pay, you can file a Request for Order packet to request additional relief due to a financial hardship. Forms are on the Court's website at [www.stanct.org](http://www.stanct.org)

**If your request for reduction was denied:**

The Court will add a page to your order, and will specify why you were denied. Review Attachment A – Additional Orders form for specific reasons. You may resubmit a new request if you were denied due to missing documentation.

**If you have questions, you can contact the clerk's office by phone (below) or by email at [traffic.requests@stanct.org](mailto:traffic.requests@stanct.org)**

Traffic Division 2260 Floyd Avenue, Modesto CA 95355, (209) 530-3100, option 1 [www.stanct.org](http://www.stanct.org)

It is the mission and vision of Stanislaus County Superior Court to provide equal access to justice;  
serving the needs of our community and organization with integrity, quality, and fairness.

<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF STANISLAUS</b> Traffic Division 2260 Floyd Avenue Modesto, CA 95355	FOR COURT USE ONLY
<b>PEOPLE OF THE STATE OF CALIFORNIA</b>  <b>vs.</b>  <b>DEFENDANT:</b>	
<b>ADVISEMENT AND ACKNOWLEDGMENT OF RIGHTS; ENTRY OF GUILTY OR NO CONTEST PLEA; REQUEST FOR REDUCTION OF FINE &amp; ORDER</b>	CASE NUMBER: _____  <i>Citation Number:</i> _____

**Read carefully and, if you agree, sign and return the form to the clerk.**

1. I am the defendant in this case and I have been charged with the following infraction violation(s) that do not require me to go into court: See citation or Traffic Court Reminder Notice for violation code sections, i.e.: "VC22350 or VC22349(a)"  
 1. § \_\_\_\_\_ 2. § \_\_\_\_\_ 3. § \_\_\_\_\_ 4. § \_\_\_\_\_
2. If my citation contains correctable violations, I am providing proof of correction, and know there is a \$25.00 compliance fee per correctable violation. I must have proof of correction submitted with this form to have the \$25.00 proof of correction fee approved.
3. I understand that I have the following constitutional rights:
  - a. To confront and cross-examine all witnesses testifying against me;
  - b. To present evidence and to have the Court issue subpoenas to bring into court all witnesses and evidence favorable to me, at no cost to me;
  - c. To hire and be represented by an attorney at my own expense;
  - d. To proceed with a formal court trial before a judicial officer; and
  - e. To remain silent and not testify.
4. I have read and understand the explanation of my rights above. I am aware that if I plead guilty or no contest in exchange for a reduced fine, that I will give up my right to a formal trial with the officer present. By signing below, I knowingly and voluntarily acknowledge that I understand my constitutional and statutory rights as explained above in sections (a) through (e); I am entering a plea of no contest or guilty. I have not been promised anything in exchange for this plea except the reduced fine pursuant to the chart below.
5. I understand that this case must not be in DMV hold status. I also understand that the Court will impose the reduced fine on the offenses as if they were first offenses, regardless of my prior conviction history. I understand that if these reductions would still present a financial hardship, or if I wish to complete community service in lieu of a fine, I must instead file a Request for Order, and provide financial documentation. The reductions are limited to the following schedule and no further reductions will be authorized without a Request for Order being approved by the Court.

If bail for the top offense is:	Reduced fine shall be:
Up to \$360	\$120 (includes fees)
\$360 - \$489	\$197 (includes fees)
\$490 or more, except VC 22348(b)	\$350 (includes fees)
Each additional offense	\$79 (fees only)

6.  If I am eligible, and any of my violations are eligible, I elect to attend Traffic School. A non-refundable administrative fee required by law of \$52.00 will be added to the total amount due, and I acknowledge a completion certificate from the school must be received by the court within 90 days from the date this order is approved. I understand I am bound by the policies and deadlines detailed in the Traffic School information form I will be sent.

\_\_\_\_\_ (SIGNATURE OF DEFENDANT)      \_\_\_\_\_ (DATE)      \_\_\_\_\_ (ADDRESS)  
 \_\_\_\_\_ (PRINT NAME OF DEFENDANT)      \_\_\_\_\_ (CITY, STATE AND ZIP CODE)  
 Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**For Court Use Only: Total Due: \_\_\_\_\_ Due by: \_\_\_\_\_ Traffic School Completion Date: \_\_\_\_\_**

- Defendant's submission considered. Plea accepted. Defendant found guilty. **Request for reduction is granted.**
- Defendant's submission considered. **Defendant's request is denied without prejudice.**
- Refer to "Attachment A – Additional Orders", as Judicial Officer's order is included on "Attachment A – Additional Orders".

DATE \_\_\_\_\_ JUDICIAL OFFICER \_\_\_\_\_