



**ATTACHMENT**

**Arizona Rules of Procedure in Civil Traffic Violation Cases**

**Rule 1. Scope; Hearings and Appeals**

These rules shall apply in all cases involving the adjudication and appeals of civil traffic violations except those violations consolidated pursuant to Rule 14 of these rules. Rules 38-45 shall apply only to photo enforcement cases that are commenced pursuant to A.R.S. § 41-1722.

**Rule 2. Definitions**

(a) "Civil traffic violation" means any violation designated as such under the provisions of A.R.S. § 28-121 or expressly designated as such by a traffic ordinance of a city or town and any boating violation punishable by a civil sanction under Articles 1 through 11 of Chapter 3, Title 5, of the Arizona Revised Statutes, or expressly designated a civil violation by a boating ordinance or a city or town.

(b) "Court" means a justice court or a court established by a city or town. Unless the context otherwise requires, "trial court" also means the justice or municipal court.

(c) "Department" means the Arizona Department of Public Safety acting directly or through its duly authorized officers, agents and contractors.

(e d) "Judge" means a justice of the peace, judge, or magistrate.

(e e) "Hearing officer" means a person appointed as such under the provisions of A.R.S. § 28-1553.

(f) "Notice of violation" means a document charging a civil traffic offense pursuant to A.R.S. § 41-1722 that is issued to an alleged violator in accordance with these rules and not filed in court.

(g) "Photo enforcement" means enforcement of violations detected by photo enforcement equipment for the purpose of capturing violations within Title 28, Chapter 3, Articles 3 and 6 relating to vehicle traffic and speed, pursuant to A.R.S. § 41-1722.

(e h) In computing time limits, when the last day of any period of time prescribed herein falls on a Saturday, Sunday, or day when the court is closed, the "last day" shall be the next day court is open. The day of the act or event from which the designated time period begins is not to be included. Except as stated by these rules or by order of court in a particular case, filing deadlines are not enlarged when sent by mail.

(f i) "Party" means the state or the defendant. A law enforcement officer, police aide, traffic investigator, or parking enforcement volunteer is not a party.

(g j) Unless the context otherwise requires, the requirements of these rules may be performed by an attorney who has filed a proper notice of appearance.

**Rules 3-21** (No change)

**Rule 22. Default by Defendant at Hearing**

(a) Except where Rule 21 is applicable, if the defendant fails to appear as required, the allegations of the complaint shall be deemed admitted, and the court shall enter a judgment for the State, impose a civil sanction, and report such judgment to the Department of Transportation, except that civil boating and photo enforcement violation judgments shall not be reported to the Department of Transportation.

(b) If it appears that the defendant is in active military service, no default judgment may be entered.

**Rules 23-37** (No change)

**Rule 38. Photo Enforcement; Notice of Violation**

A photo enforcement case may be commenced by a Notice of Violation, which is issued prior to the filing of an Arizona Traffic Ticket and Complaint.

### **Rule 39. Notice of Violation; Form**

(a) The Notice of Violation shall be substantially in a form approved by the Supreme Court as set forth in Appendix B of these rules.

(b) Any substantial variation from the form of the Notice of Violation must first be approved by the Supreme Court.

(c) Notice of Violation forms need not be sworn to if they contain a form of certification by the Department in substance as follows "I hereby certify that I have reasonable grounds to believe and do believe that the person named herein committed the civil violation described herein contrary to law."

(d) The Department shall promptly forward one form copy and any subsequent changes therein, to the Supreme Court.

### **Rule 40. Issuance and Delivery of the Notice of Violation**

The Department shall properly complete, certify and deliver the Notice of Violation as follows:

(a) Issuance of the notice of violation. The Notice of Violation may be issued by the Department.

(b) Delivery of the notice of violation; defendant copy. The Notice of Violation may be delivered by any of the following means:

(1) Delivering a copy to the person charged with the violation.

(2) Mailing the Notice of Violation by first class mail to the person charged with the violation at the address provided to the Arizona Department of Transportation. If an address has not been provided to the Department of Transportation, the notice may be sent to any address known to the Department of Transportation, including the address listed on a traffic citation received by the Department of Transportation.

(3) Service of process authorized by the Rules of Civil Procedure.

#### **Rule 41. Sufficiency of the Notice of Violation**

The Notice of Violation is legally sufficient if it contains either a written description or the statutory designation of the alleged violation.

#### **Rule 42. Notice of Violation; Time for Delivery**

Delivery of a Notice of Violation must be initiated within ten days of the date of violation on the person charged in accordance with Rule 40 of these rules. If delivery is not initiated within ten days of the date of violation, the Notice of Violation is void.

#### **Rule 43. Response to Notice of Violation**

Upon receipt of a Notice of Violation the alleged violator may submit as directed by the Department a signed statement within 40 days of the date of violation that:

(a) Admits responsibility for the allegations of the Notice of Violation, agrees to tender the full amount of the civil penalty and surcharge as directed on the Notice of Violation, and agrees that this admission is final and may not be withdrawn;

(b) Denies responsibility because the alleged violator was not the driver of the vehicle at the time of the violation; or

(c) Denies responsibility for the allegations of the Notice of Violation.

**Rule 44. Procedure if Violator does not Admit Responsibility.**

(a) If the Department excludes the alleged violator as the driver, the Department shall notify the alleged violator.

(b) The Department may file a complaint in the court having jurisdiction of the violation within 60 days of the date of the violation and serve upon the defendant an Arizona Traffic Ticket and Complaint as otherwise provided by law, if any of the following occur:

(1) The alleged violator denies responsibility, except if the alleged violator is excluded as the driver of the vehicle.

(2) The alleged violator fails to respond to the Notice of Violation within 40 days of the date of violation.

(3) The alleged violator admits responsibility but fails to tender the full amount of the civil penalty and surcharge as required by Rule 43 of these rules.

**Rule 45. Service of Complaint; Hearing Date; Notice; Response to Complaint**

(a) Service of the complaint. Within 10 days after filing the Arizona Traffic Ticket and Complaint, the Department shall mail by first class mail to the defendant a copy of the complaint and provide the defendant the option to respond to the complaint by filing an admission or denial of responsibility with the court.

(b) The scheduled appearance date stated on the complaint shall be calendared for a date that is not less than 30 days after the Department mails the citation to the defendant.

(c) Notice of options to respond. The notice of options to respond shall:

(1) be in writing and addressed directly to the defendant,

(2) set forth the date on which the complaint and notice of option to respond were mailed,

(3) include a copy of the photograph of the violation,

(4) inform the defendant of the date after which the defendant's failure to either file a written response with the court or appear in court may result in personal service at the defendant's expense, unless good cause for the failure to respond is shown,

(5) inform the defendant that filing an admission or denial of responsibility with the court is an appearance that has the same effect as personal service,

(6) provide a prepaid means of requesting the Department to review the evidence, if the defendant denies responsibility because the defendant was not the driver of the vehicle at the time of the violation, and

(7) provide the defendant with a prepaid means of filing the admission or denial of responsibility with the court.

(d) Time period. The defendant shall have 30 days after the date the complaint and notice of option to respond was mailed in which to file an admission or denial of responsibility with the court. Filing of an admission or denial of responsibility with the court shall constitute an appearance by which the defendant becomes subject to the personal jurisdiction of the court.

(e) Failure to respond. If a defendant fails to respond by either filing a written response with the court or appearing in court on the scheduled appearance date, service may be effected in the manner prescribed by Rule 4.1(d), Arizona Rules of Civil Procedure, and the court shall impose the costs subsequently incurred in effecting personal service on the defendant, unless good cause for the failure is shown.

**Rule 46. Responsibilities of the Department; Retention of Records**

(a) Enforcement copy. The Department shall retain the enforcement copy of the Notice of Violation in accordance with a procedure established by the Department.

(b) Case record. If a person admits responsibility, the Department shall retain the record of the case in accordance with a procedure established by the Department and not transmit the record to the court.

## Appendix B

(Insert name of law enforcement agency)  
AUTOMATED TRAFFIC ENFORCEMENT

# NOTICE OF VIOLATION

<b>NOTICE OF VIOLATION NO. [Insert #]</b>											
Driver's License Number				State		Class					
<b>DEFENDANT</b>	FIRST			MIDDLE			LAST				
Residential Address/Mailing						City			State		Zip
Sex	Eyes	Hair	Height	Weight	Date of Birth						
<b>VEHICLE</b>	Color	Year	Make	Model	Style	License Plate		State	Expiration		
Registered Owner				Address					Vehicle Identification Number		
<b>ON</b>	Month	Day	Year	Time	AM <input type="checkbox"/>	PM <input type="checkbox"/>	<b>SPEED</b>	Approx	Posted	R & P	Speed Measurement Device
<b>AT</b>	Location						Precinct		County		State of Arizona
<b>IN VIOLATION OF</b>	ARS		Violation					Civil Traffic		<b>\$ 181.50</b>	

I hereby certify that I have reasonable grounds to believe, and do believe, based on my examination of digital images and data associated with this violation, that the person named herein committed the civil violation described above.

Signature \_\_\_\_\_ ID # \_\_\_\_\_ Date Issued/Mailed \_\_\_\_\_

**NOTICE:** To comply with this Notice of Violation, pay the full penalty and surcharge of **\$ 181.50** by [insert respond by date (40 days from violation date)]. No points will be assessed to your driving record. This Notice of Violation is not subject to dismissal due to defensive driving school attendance. If you do not pay the full penalty and surcharge indicated above, you contest responsibility, or you fail to respond to this notice, a complaint will be filed into court, which may result in additional costs assessed.

**Your options to comply with this Notice of Violation are: pay the penalty and surcharge indicated above, indicate that you are not the driver, or contest responsibility.**

**Additional information is provided by the Arizona Department of Public Safety regarding each of these options.**

**ADDITIONAL INFORMATION:**  
[Insert additional agency information]