

# How To Read The Back Of Your Citation.

Your options in responding when you have received a citation are explained on the back of your citation.

You have 5 options available to you.

**A COMPLAINT ON THIS CITATION WILL BE FILED AGAINST YOU IN THE COURT INDICATED ON THE FRONT OF THIS SUMMONS.**

**READ CAREFULLY**

If the front of this ticket shows you are charged with a: **CRIME, YOU MUST APPEAR** at the time and place set by this summons.

**VIOLATION.** You must do one (and only one) of the violation options listed below.

**VIOLATION OPTIONS: TO RESPOND TO VIOLATION(S) CHARGED ON THIS SUMMONS, YOUR OPTIONS ARE:**

**OPTION 1** PERSONALLY APPEAR at the court at the appearance time indicated to enter a plea OR, before that time, to orally request a trial. You have a right to trial, and if you plead not guilty when you appear, the court will set a date and time for trial.

I plead **NO CONTEST** by written appearance. To choose this option do all the following before the time this summons requires you to appear.

I plead **GUILTY**

1. Check AND initial one (and only one) of the following pleas: \_\_\_\_\_ (signature) \_\_\_\_\_ (initial) \_\_\_\_\_ (date), AND

2. Sign/date here: \_\_\_\_\_ (signature) \_\_\_\_\_ (initial) \_\_\_\_\_ (date), AND

3. Deliver to the court this summons (see notice "4" below) and attach a written statement explaining or in mitigation of the violation(s) charged (if your plea is GUILTY, the written statement is optional). AND

4. With this summons, send or take the court a check or money order for the full base fine amount as shown on this summons (\$ \_\_\_\_\_) indicate amount enclosed).

**IMPORTANT:** Choosing this option makes a written appearance and waives your right to trial. If you plead GUILTY, you agree to the penalties for your offense. If you plead NO CONTEST, you consent to any court judgment based on your plea and statement and the officer's report. If it finds you guilty, the court may keep all or part of the money you pay, but will return any left after taking out the sanction amount. If you choose this option, the court will not fine you more without giving you notice to come to a hearing.

**OPTION 2** ENTER A PLEA OF GUILTY OR NO CONTEST by written appearance. To choose this option do all of the following before the time this summons requires you to appear.

1. Sign/date here: \_\_\_\_\_ (signature) \_\_\_\_\_ (initial) \_\_\_\_\_ (date), AND

2. Deliver to the court this summons by itself or with a written request for trial (see notice "4" below).

**IMPORTANT:** Choosing this option makes a written request for hearing. The court will give you notice of the time and place when you MUST appear. The court may impose penalties if you do not appear at the time given in the notice. The court may require you to deposit money to assure your appearance if you have failed to appear on any offense charges in the past.

**OPTION 3** Contact the Court Clerk, before the time this summons requires you to appear, and determine if you qualify for a trial by affidavit under ORS 153.080.

1. In any case, the court, AFTER NOTICE, MAY REQUIRE YOU TO APPEAR FOR A HEARING.

2. For traffic offenses, this record will be sent to the Licensing Authority of this state (or where you received your license to drive) to decide if a license suspension is appropriate.

3. For violations, if you are going to have an attorney represent you, you must notify the court and the prosecutor's office in advance.

4. YOU MAY MAIL WRITTEN APPEARANCES to the court under Violation Options 2 or 3 above, but the mail must arrive at the court before your appearance date shown on this summons.

**WARNING**

1. IF YOU FAIL TO FOLLOW THESE INSTRUCTIONS, THE COURT MAY ISSUE A WARRANT FOR YOUR ARREST and/or, for traffic offenses, may order your license suspended.

2. For violations, if you do not pay the full base fine in advance and do not appear, the court, without further hearing, may enter a conviction and a judgment against you for more than the base fine and up to the maximum penalty allowed by law for the charged offense(s) including the maximum fines, assessment, restitution and other costs (which may be substantially more than the base fine).

**OPTION 4** For a violation citation for careless driving under ORS 811.135 (3) (after January 1, 2008) personally appear at the court at the appearance time indicated to enter a plea.

**OPTION 5** MAIL CORRESPONDENCE OR WRITTEN APPEARANCE AND MAKE CHECKS PAYABLE TO:

Klamath Falls Municipal Court  
500 Klamath Avenue  
Klamath Falls, OR 97601  
541-883-5311

Klamath County Circuit Court  
316 Main Street  
Klamath Falls, OR 97601  
541-883-5503

Where to appear or mail correspondence.

If you fail to respond by your appearance date, the Court, without further hearing, may find you guilty and impose any fine up to the maximum allowed, and may also impose other costs for your failure to appear.