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ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

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WASHINGTON, D.C. 20544

May 12, 2005

MEMORANDUM TO SELECTED FEDERAL AGENCIES

**SUBJECT: REVISED UNITED STATES DISTRICT COURT VIOLATION NOTICE
(IMPORTANT INFORMATION)**

EFFECTIVE DATE: July 1, 2005

This memorandum serves as notification of important changes to the United States Courts Petty Offense program that affect all federal law enforcement agencies currently utilizing the Central Violations Bureau to process petty offense citations. These changes include new printing specifications for a revised U.S. District Court Violation Notice. Federal law enforcement agencies are asked to have the new form printed and in use as soon as possible, but **no later than July 1, 2005**.

On December 8, 2004, the President signed into law the Consolidated Appropriations Act of 2005, which included a provision (Section 308) that gives the Judicial Conference of the United States the authority to prescribe and collect a \$25 fee for the processing of violations through the Central Violations Bureau. The fee is intended to offset the costs of managing these cases throughout the judiciary and will be assessed in addition to the regular forfeiture amount. The fee will be charged to defendants for each violation notice issued.

In addition to the changes necessary to accommodate the \$25 processing fee, a number of other changes have been made to improve the violation notice. Modifications have been made to protect the defendant's personal information as the notice travels through the mail. An additional copy of the violation notice has been added for the defendant's records. The checkbox that allows a defendant to protest the violation notice was also removed. All violation notices processed by the Central Violations Bureau that remain unpaid are scheduled for court hearings. Having the defendant check a box and return it to the Central Violations Bureau requesting a court date is an unnecessary and expensive step for both the defendant and the Central Violations Bureau. Several additional changes were made to help with processing, such as designating date formats, adding all the credit cards accepted and adding a correspondence address.

Each agency will continue to be responsible for printing its own violation notice forms in accordance with the revised format and for maintaining appropriate controls on the distribution and issuance of violation notices. Details regarding the new violation notice are included in the attached instruction sheet. Also, attached to this letter are the new printing specifications for the violation notice form. Modifications to the form are not permitted. When ordering new stock, please request them printed to these standards. James D. Burke from the Government Printing Office is available to assist agencies with procurement of the new form. Mr. Burke may be contacted at (210) 675-1480 or by email at jburke@gpo.gov.

If you have any questions about these changes, please contact Ted Willmann ((210) 301-6444) or William Hernandez ((210) 301-6424) at the Central Violations Bureau. You may contact the Central Violations Bureau by email at cvb@cvb.uscourts.gov.

A handwritten signature in black ink, appearing to read "Leonidas Ralph Mecham". The signature is fluid and cursive, with the first name being the most prominent.

Leonidas Ralph Mecham

Attachment

New Violation Notice Instructions
(for distribution to all violation notice issuing officers)

On December 8, 2004, the President signed into law the Consolidated Appropriations Act of 2005, which included a provision (Section 308) that provides the Judicial Conference of the United States with the authority to prescribe and collect a \$25 fee for the processing of violations through the Central Violations Bureau (CVB). The fee will be charged to the defendant for each violation notice issued.

1. A new \$25 processing fee has been added to the violation notice. For optional appearance violations, check box "B." Write the court authorized forfeiture amount in the top blank. Then add \$25 to that amount to determine the total collateral due. The defendant must pay that amount or appear in court. See the example below:

B	<input checked="" type="checkbox"/>	IF BOX B IS CHECKED, YOU MUST PAY AMOUNT INDICATED BELOW OR APPEAR IN COURT. <small>SEE INSTRUCTIONS (on back of yellow copy).</small>
\$	75	Forfeiture Amount
	+ \$25	Processing Fee
\$	100	Total Collateral Due

2. The defendant's name and address information are required for processing. Without a complete name and address, the violation notice will be returned to the issuing agency by the CVB. Use the defendant's mailing address on the violation notice. If the defendant's mailing address is a post office box, include the physical address in the probable cause statement.
3. A number of new optional fields were added including defendant phone number, defendant description information, vehicle identification number, and a defendant signature line. None of these fields are required in order for CVB to process the violation notice.
4. The defendant is not required by CVB to sign the violation notice. However, the signature is a required element in certain jurisdictions. You must determine locally if this is a required field.
5. All dates on the new form are in mm/dd/yyyy format. Time is in hh:mm AM/PM format.
6. Give both the yellow copy and the return envelope to the defendant when issuing the violation notice. The yellow copy contains essential instructions for the defendant.
7. The CVB can not establish payment plans over the telephone at the request of a defendant. If a defendant asks about a payment plan, he/she will need to be instructed to appear in court. Only the court can authorize a payment plan.
8. Print legibly at all times.

New Violation Notice Instructions
(for distribution to all violation notice issuing officers)

Block by block explanation of the fields:

Block 1 is for the CVB Location Code. It serves as the primary means by which the CVB identifies the different agencies and specific installations within a district. Consult the CVB for the correct location code.

Block 2 is for the CVB violation notice number and is pre-printed.

Block 3 refers to the identification of the charging officer. The name of the officer should be printed, not signed. The officer should sign the violation notice at the bottom on the probable cause.

Block 4 refers to the charging officer's badge number.

Block 5 refers to the date and time of the commission of the offense charged.

Block 6 refers to the specific statute or regulation violated. The block may refer to federal statutes, the Code of Federal Regulations (CFR) or state statutes assimilated into federal law.

Block 7 indicates the physical location where the violation occurred.

Block 8 refers to the description of the violation charged. This space may be used by the agency to provide short titles for common violations, such as speeding or parking. Use the probable cause statement for a detailed account of the violation.

Block 9 - 26 are self explanatory and refer to the identification of the defendant.

Block 27 - 32 refer to the identification of an automobile and are designed for vehicle related offenses.

Block 33 must be checked if the offense charged requires a court appearance by the defendant.

Block 34 must be checked if the defendant may forfeit collateral in lieu of a court appearance. The appropriate forfeiture amount designated by the court based on the offense must be entered then the \$25 processing fee must be added to determine the total amount the defendant must pay in lieu of a court appearance. If conflicting information is in blocks 33 and 34, CVB will make the case a mandatory appearance.

Block 35 - 37 refer to the place and time of a court appearance. Generally this section of the violation notice is left blank by the charging officer. The CVB is responsible for scheduling the initial court appearance in most districts. However, the procedures vary by district. It is essential that the issuing officer and law enforcement agencies consult with the CVB (and/or U.S. Magistrate Judges) to determine the correct procedure to follow.

Block 38 is for the defendant's signature.

New Violation Notice Instructions
(for distribution to all violation notice issuing officers)

United States District Court Violation Notice		CVB Location Code 1
Violation Number 2	Officer Name (Print) 3	Officer No. 4
YOU ARE CHARGED WITH THE FOLLOWING VIOLATION		
Date and Time of Offense (mm/dd/yyyy) 5	Offense Charged <input type="checkbox"/> CFR <input type="checkbox"/> USC <input type="checkbox"/> State Code 6	
Place of Offense 7		
Offense Description 8		

DEFENDANT INFORMATION		Phone: () 9 -
Last Name 10	First Name 11	M.I. 12
Street Address 13		
City 14	State 15	Zip Code 16
Date of Birth (mm/dd/yyyy) 17		
Drivers License No. 18	D.L. State 19	Social Security No. 20
<input type="checkbox"/> Adult <input type="checkbox"/> Juvenile	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Hair <input type="checkbox"/> 23
Eyes <input type="checkbox"/> 24	Height <input type="checkbox"/> 25	Weight <input type="checkbox"/> 26

VEHICLE DESCRIPTION		VIN: 27
Tag No. 28	State 29	Year 30
Make/Model 31		Color 32
A <input type="checkbox"/> IF BOX A IS CHECKED, YOU MUST APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy). 33		B <input type="checkbox"/> IF BOX B IS CHECKED, YOU MUST PAY AMOUNT INDICATED BELOW OR APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy). \$ 34 Forfeiture Amount + \$25 Processing Fee \$ Total Collateral Due
PAY THIS AMOUNT →		

YOUR COURT DATE (if no court appearance date is shown, you will be notified of your appearance date by mail.)	
Court Address 35	Date (mm/dd/yyyy) 36
	Time (hh:mm) 37

My signature signifies that I have received a copy of this violation notice. It is not an admission of guilt. I promise to appear for the hearing at the time and place instructed or pay the total collateral due.

38

X Defendant Signature _____

Original - CVB Copy

**United States District Court
Violation Notice Form
Printing Specifications**

All violation notices should be printed to the specifications outlined in this document. The artwork follows the printing specifications.

Law enforcement agencies should continue the numbering sequence from the end of the previous order to avoid duplicate citation numbers. The standard numbering format for the violation notices is one alpha character followed by seven numeric characters. If the violation notice forms currently in use have another format such as two or more leading alpha characters, the new violations should be ordered to conform to the standard. Consult with the Central Violations Bureau (CVB) if your agency is unsure of which leading alpha character to use.

The CVB has procured a limited supply of the new violation notice forms. Agencies that are having trouble meeting the July 1, 2005 deadline may request the new forms for use on an interim basis. Small quantities of the new form may be requested by contacting the CVB at the email address below. Be sure to include your address and desired quantity in your correspondence.

If you have any questions about printing the new violation notice forms, please contact Ted Willmann ((210) 301-6444) or William Hernandez ((210) 301-6424) at the Central Violations Bureau. You may contact the Central Violations Bureau by email at cvb@cvb.uscourts.gov.

PRINTING AND BINDING REQUISITION FOR SPECIALITY ITEMS

To the PUBLIC PRINTER - Please cause the following work to be furnished:

	Jacket No. (Assigned at GPO)	Requisition No.
FROM (Department or Government Establishment)	(Bureau or office)	Authorized by (initials) _____ Date _____

APPROPRIATION CHARGEABLE	LAST PRINTING Req. No. _____	Jacket No. _____
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TITLE Violation Notice	Form No. _____	BASE FORM Req. No. _____	Jacket No. _____
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QUANTITY	<input type="checkbox"/> Sets <input type="checkbox"/> Pads <input checked="" type="checkbox"/> Books	RIDES (Department)	Req. No. _____	Jacket No. _____	STRAP with Req. No. _____
	<input type="checkbox"/> (Other)				

DESCRIPTION (Check applicable item)	<input type="checkbox"/> Unit sets (Snapouts) <input checked="" type="checkbox"/> Single stub <input type="checkbox"/> Double stub <input type="checkbox"/> Fanfold <input type="checkbox"/> Strip <input type="checkbox"/> Marginally punched <input type="checkbox"/> Continuous <input type="checkbox"/> In strips of _____ sets
	<input type="checkbox"/> Direct image master <input type="checkbox"/> Hectograph <input type="checkbox"/> Azograph <input type="checkbox"/> Foldover style <input type="checkbox"/> Substyle <input checked="" type="checkbox"/> (Other) <u>Carbonless paper sets</u>

Part No.	Size (Detached)		Paper (basis 1,000 sheets)			Color of ink			Head in --	Stub Position*
			Color	Kind	Substance	Face	Back	Overprint		
1	4-1/4	X 8-1/2	White	Chem Trans CB	20	Black	Black			Top
2	4-1/4	X 8-1/2	Pink	Chem Trans CFB	13-17	Black	Black			Top
3	4-1/4	X 8-1/2	Yellow	Chem Trans CFB	13-17	Black	Black			Top
4	4-1/4	X 8-1/2	Buff	Chem Trans Ledger*	27	Black	Black			Top
	X									
	X			* See Attachments for construction of Part 4						
	X									
	X									
	X									

*T = Top edge (Head of form) B = Bottom edge (foot of form) R = Right edge L = Left edge

COVER	<input type="checkbox"/> Top Only <input type="checkbox"/> Two piece <input checked="" type="checkbox"/> Wrap around <input checked="" type="checkbox"/> With writing stop <input checked="" type="checkbox"/> Matchbook style <input checked="" type="checkbox"/> Chipboard back
	<input type="checkbox"/> (Other) _____
	Stock (Color and kind) <u>Manila Tag Board, basis size 24x36" 140-160 lbs</u> Basis (1,000 sheets) _____ Color of ink _____

MARGINS	FACE-Head <u>3/16</u> Side(s) <u>3/16</u> BACK-Head <u>3/16</u> Side(s) <u>3/16</u> STUB _____	Width (if other than manufacturer's standards, specify) <u>4-1/4</u> inch.
	<input type="checkbox"/> Glue, paste <input type="checkbox"/> Forced gum <input type="checkbox"/> Pad <input checked="" type="checkbox"/> Wire stitch <input type="checkbox"/> Sew	

SERIAL NUMBERS	(SETS) (PARTS)--From ** See _____ to Attached _____ in Black ink in <u>2</u> place(s) <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Not
	COVERS--From ***See _____ to Attached _____ in _____ ink in _____ place(s) <input type="checkbox"/> List on package <input type="checkbox"/> Do not list

CARBONS	INTERLEAVE <input type="checkbox"/> Between all parts <input type="checkbox"/> After part Nos. _____	COLOR <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Purple <input type="checkbox"/> Brown	KIND <input type="checkbox"/> One Time <input type="checkbox"/> Dual propose <input type="checkbox"/> Liquid process <input type="checkbox"/> Gelatin process	EXTRACTION <input type="checkbox"/> Mfr.'s <input type="checkbox"/> Other _____
	INTENDED USAGE <input type="checkbox"/> Manual typewriter <input type="checkbox"/> Electric typewriter	<input type="checkbox"/> Ball-point <input type="checkbox"/> Pencil	If special machine, specify machine and model No. _____	
	All carbon paper must be of sufficient density and graded sensitivity to insure clean, legible copies on all parts.			

COVERAGE	TO PRODUCE _____ Copies	After storage of _____ months	PROTECTIVE COATING <input type="checkbox"/> None <input type="checkbox"/> Mfrs. Std. <input type="checkbox"/> (Other) _____
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PERFORATE	(Excluding stub perforations on unit sets (snapouts)) <input type="checkbox"/> Hoarizontal _____ <input checked="" type="checkbox"/> Vertical <u>See attached for construction of Part 4</u>	Stub perforations must be such as to guarantee easy separation of all parts individually or in one operation but sufficient strength must be retained to prevent disengagement of any part under normal handling and shipping conditions.
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PUNCH or DRILL	FILE HOLES No. holes _____ Inches c. to c. _____ <input type="checkbox"/> Sheets only Shape _____ Location to centers _____ <input type="checkbox"/> Sheets and carbons Diameter _____ inch	MARGINAL <input type="checkbox"/> Left _____ Sheets _____ inch <input type="checkbox"/> Right _____ Carbons _____ inch <input type="checkbox"/> Manufacturer's standard
----------------	---	---

FASTENERS	<input type="checkbox"/> Mfr.'s option <input checked="" type="checkbox"/> Wire stitch <input type="checkbox"/> Sew <input type="checkbox"/> (Other) _____	Location _____
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REGISTER	<input type="checkbox"/> All parts each set <input type="checkbox"/> (Other) _____ <input type="checkbox"/> With form No. _____
----------	--

PROOFS	DATE REQUESTED _____ QUANTITY _____ sets RETURN IN _____ da'ssy DELIVER TO: _____
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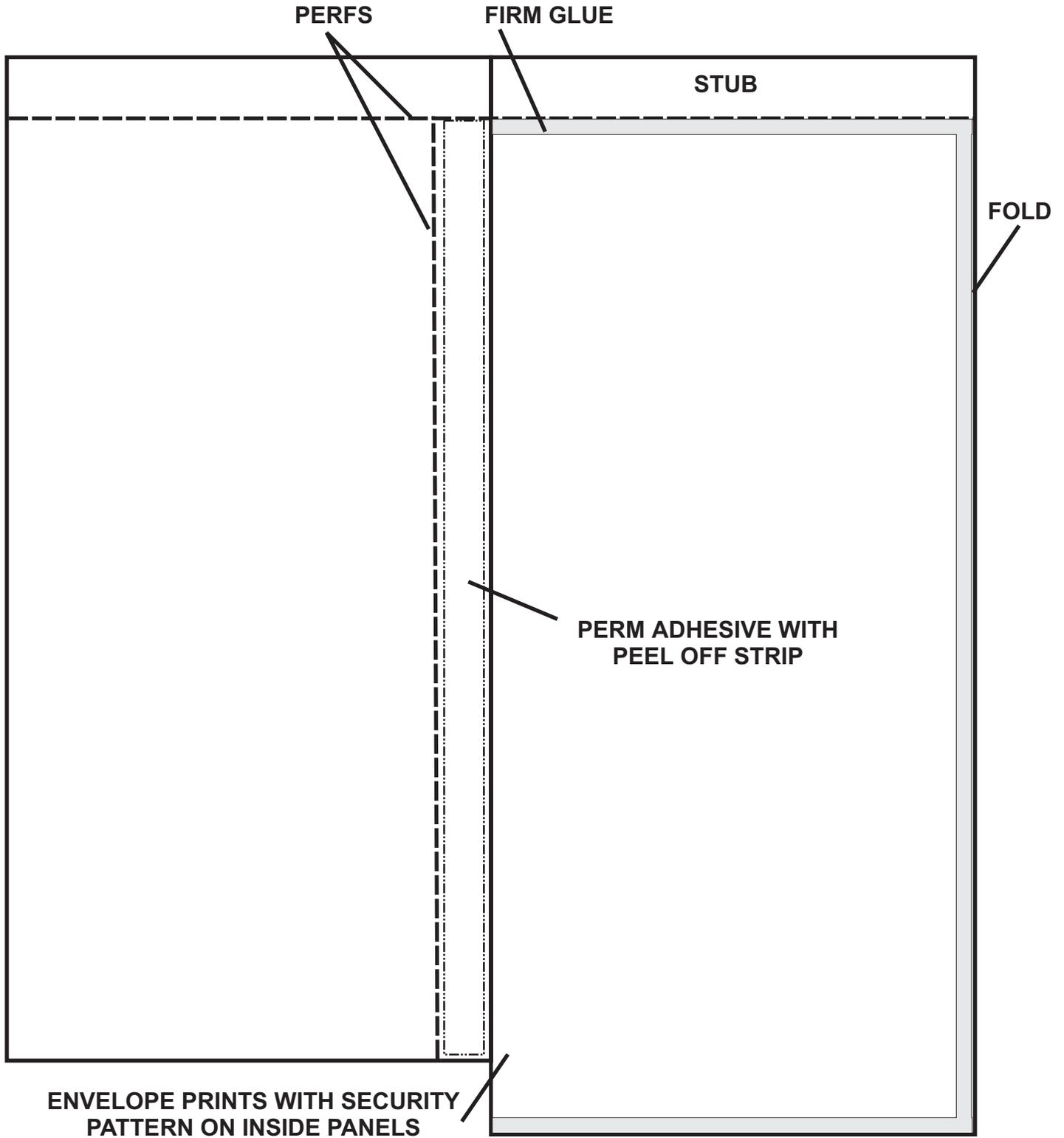
PACKAGING	<input checked="" type="checkbox"/> Wrap <input type="checkbox"/> Tie <input type="checkbox"/> Band <input type="checkbox"/> Manufacturer's Standard <input type="checkbox"/> (Other) _____ in units of <u>5 book</u> sets
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DELIVERY	DATE REQUESTED _____ TO _____	Number of B/L furnished by Dept. _____
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It is certified that this work is authorized by law and necessary to the conduct of the business of the government establishment named above and that the illustrations ordered are necessary and related entirely to public business.

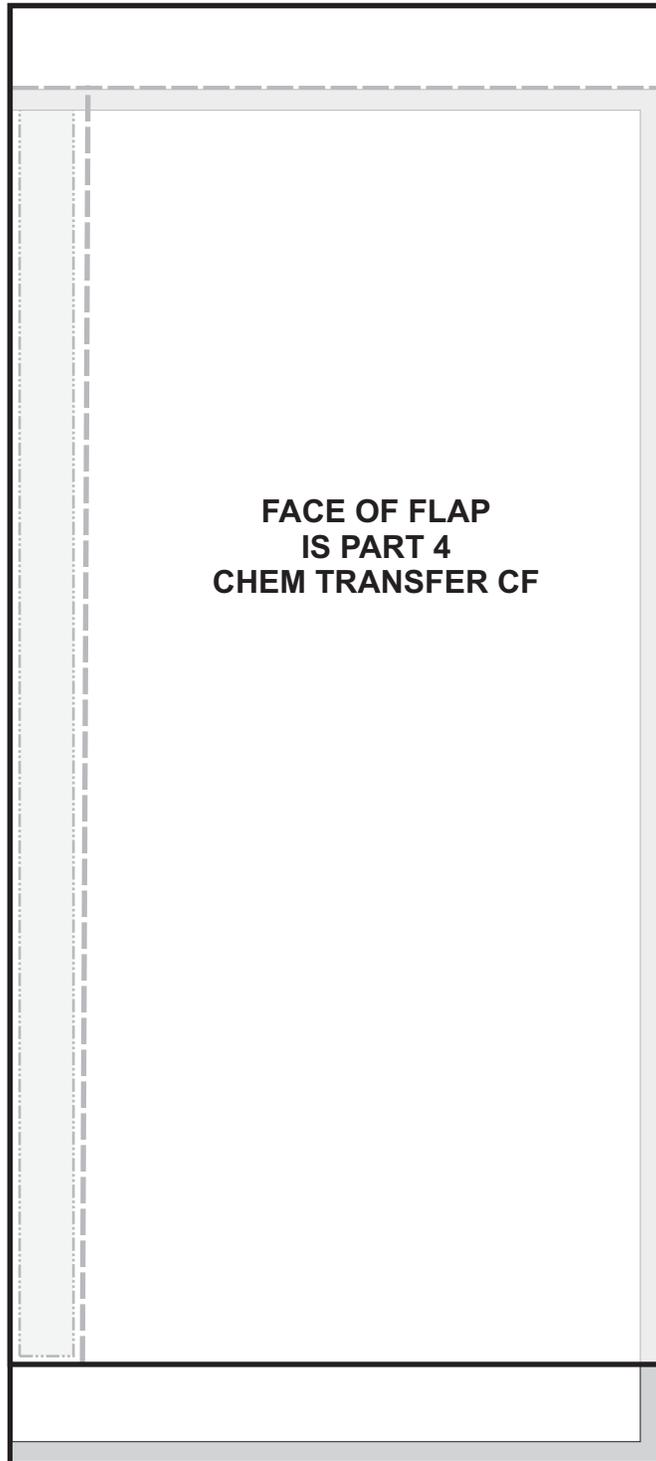
TITLE	Form No.	Jacket No. (Assigned at GPO)	Requisition No.
<p>* See attachments for construction of Part 4</p> <p>Part 4 constructs as a return envelope, requiring such operations as firm gluing, CF chemical transfer coating to flap, horizontal and vertical perforations, die cutting, application of a strip of 2 sided transfer tape (Kleenstick or equal). Envelope prints with security pattern on inside panels. See Attachements A-1 and A-2 for construction requirements.</p> <p>Bind 25 forms per book, low number on top, matchbook style, with reinforcing strip on top (or optionally, cover may wrap around stub). Two wire stitches through binding stub. A piece of chipboard, .020-.022 caliper, is to be placed between bottom set and cover. Cover to fold around to form a writing stop. Score cover on all folds. Cover stock is Manila Tagboard, basis size 24 x 36", 140-150 lb. See attachment B for construction of books.</p> <p>** Serial numbers: 1 alpha character followed by 7 numeric only, continuing from last number series.</p> <p>*** Crash numbering is acceptable</p>			

NOT TO SCALE
ENVELOPE FLAP DIMENSIONS MUST PERMIT INSERTION
INTO ENVELOPE AFTER TEARING OFF AT PERFORATION



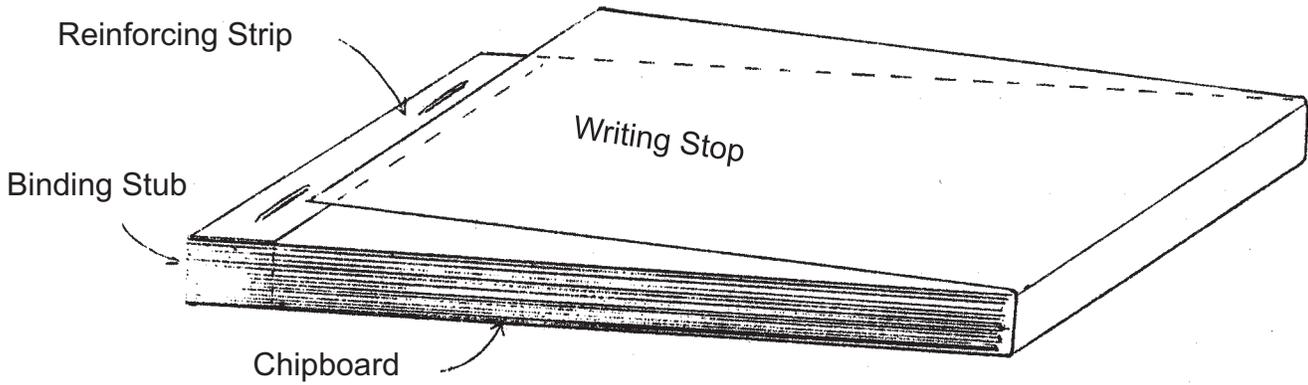
ATTACHMENT A-1

**NOT TO SCALE
THIS VIEW DISPLAYS ENVELOPE AS IT IS
SITUATED AS PART 4 OF FORM**



ATTACHMENT A-2

Attachment B



CONSTRUCTION: Bind _____ -part sets per book. Matchbook style cover with reinforcing strip on top. (May wrap around binding stub or not at contractor's option.) Two wire stitches through binding stub. A piece of chipboard or equal, approximately .020" thick to be placed between bottom set and cover. Cover to fold around to form writing stop. SCORE cover at all folds.

United States District Court Violation Notice

CVB Location Code

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Violation Number	Officer Name (Print)	Officer No.
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YOU ARE CHARGED WITH THE FOLLOWING VIOLATION

Date and Time of Offense (mm/dd/yyyy)	Offense Charged <input type="checkbox"/> CFR <input type="checkbox"/> USC <input type="checkbox"/> State Code
---------------------------------------	---

Place of Offense

Offense Description

DEFENDANT INFORMATION

Phone: () -

Last Name	First Name	M.I.
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Street Address

City	State	Zip Code	Date of Birth (mm/dd/yyyy)
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Drivers License No.	D.L. State	Social Security No.
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<input type="checkbox"/> Adult <input type="checkbox"/> Juvenile	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Hair	Eyes	Height	Weight
--	---	------	------	--------	--------

VEHICLE DESCRIPTION

VIN: _____

Tag No.	State	Year	Make/Model	Color
---------	-------	------	------------	-------

<p>A <input type="checkbox"/> IF BOX A IS CHECKED, YOU MUST APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy).</p>	<p>B <input type="checkbox"/> IF BOX B IS CHECKED, YOU MUST PAY AMOUNT INDICATED BELOW OR APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy).</p> <p style="text-align: right;">\$ Forfeiture Amount</p> <p style="text-align: right;"> + \$25 Processing Fee</p> <hr/> <p style="text-align: right;">\$ Total Collateral Due</p>
PAY THIS AMOUNT →	

YOUR COURT DATE

(If no court appearance date is shown, you will be notified of your appearance date by mail.)

Court Address	Date (mm/dd/yyyy)
	Time (hh:mm)

My signature signifies that I have received a copy of this violation notice. It is not an admission of guilt. I promise to appear for the hearing at the time and place instructed or pay the total collateral due.

X Defendant Signature _____

Original - CVB Copy

United States District Court Violation Notice

CVB Location Code

--

Violation Number	Officer Name (Print)	Officer No.
------------------	----------------------	-------------

YOU ARE CHARGED WITH THE FOLLOWING VIOLATION

Date and Time of Offense (mm/dd/yyyy)	Offense Charged <input type="checkbox"/> CFR <input type="checkbox"/> USC <input type="checkbox"/> State Code
Place of Offense	

Offense Description

DEFENDANT INFORMATION

Phone: () -

Last Name	First Name	M.I.
-----------	------------	------

Street Address

City	State	Zip Code	Date of Birth (mm/dd/yyyy)
------	-------	----------	----------------------------

Drivers License No.	D.L. State	Social Security No.
---------------------	------------	---------------------

<input type="checkbox"/> Adult	<input type="checkbox"/> Juvenile	Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Hair	Eyes	Height	Weight
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VEHICLE DESCRIPTION

VIN: _____

Tag No.	State	Year	Make/Model	Color
---------	-------	------	------------	-------

<p>A <input type="checkbox"/> IF BOX A IS CHECKED, YOU MUST APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy).</p>	<p>B <input type="checkbox"/> IF BOX B IS CHECKED, YOU MUST PAY AMOUNT INDICATED BELOW OR APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy).</p> <p style="text-align: right;">\$ _____ Forfeiture Amount + \$25 Processing Fee</p> <hr/> <p style="text-align: right;">\$ _____ Total Collateral Due</p>
PAY THIS AMOUNT →	

YOUR COURT DATE

(If no court appearance date is shown, you will be notified of your appearance date by mail.)

Court Address	Date (mm/dd/yyyy)
	Time (hh:mm)

My signature signifies that I have received a copy of this violation notice. It is not an admission of guilt. I promise to appear for the hearing at the time and place instructed or pay the total collateral due.

X Defendant Signature _____

Officer's Copy (Pink)

United States District Court Violation Notice

CVB Location Code

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Violation Number	Officer Name (Print)	Officer No.
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YOU ARE CHARGED WITH THE FOLLOWING VIOLATION

Date and Time of Offense (mm/dd/yyyy)	Offense Charged <input type="checkbox"/> CFR <input type="checkbox"/> USC <input type="checkbox"/> State Code
---------------------------------------	---

Place of Offense

Offense Description

DEFENDANT INFORMATION

Phone: () -

Last Name	First Name	M.I.
-----------	------------	------

Street Address

City	State	Zip Code	Date of Birth (mm/dd/yyyy)
------	-------	----------	----------------------------

Drivers License No.	D.L. State	Social Security No.
---------------------	------------	---------------------

<input type="checkbox"/> Adult	<input type="checkbox"/> Juvenile	Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Hair	Eyes	Height	Weight
--------------------------------	-----------------------------------	-----	-------------------------------	---------------------------------	------	------	--------	--------

VEHICLE DESCRIPTION

VIN: _____

Tag No.	State	Year	Make/Model	Color
---------	-------	------	------------	-------

<p>A <input type="checkbox"/> IF BOX A IS CHECKED, YOU MUST APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy).</p>	<p>B <input type="checkbox"/> IF BOX B IS CHECKED, YOU MUST PAY AMOUNT INDICATED BELOW OR APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy).</p> <p style="text-align: right;">\$ _____ Forfeiture Amount + \$25 Processing Fee</p> <hr/> <p style="text-align: right;">\$ _____ Total Collateral Due</p>
PAY THIS AMOUNT →	

YOUR COURT DATE

(If no court appearance date is shown, you will be notified of your appearance date by mail.)

Court Address	Date (mm/dd/yyyy)
	Time (hh:mm)

My signature signifies that I have received a copy of this violation notice. It is not an admission of guilt. I promise to appear for the hearing at the time and place instructed or pay the total collateral due.

X Defendant Signature _____

Defendant Copy For Your Records (Yellow)

INSTRUCTIONS

- KEEP THIS COPY FOR YOUR RECORDS -

- A. If BOX A is checked on the face of this Violation Notice, YOU MUST APPEAR IN COURT at the date, time and place shown. If no date, time and place are shown then you will be notified by mail of when and where to appear. You must notify the Central Violations Bureau (CVB) in writing, of any change in the address listed on this Violation Notice. If you have not received a "Notice to Appear" within 45 days, call the CVB at 800-827-2982.
- B. If BOX B is checked on the face of this Violation Notice, YOU MUST DO ONE OF THE FOLLOWING:
1. PAY THE TOTAL COLLATERAL DUE AMOUNT SPECIFIED. If you wish to terminate your case WITHOUT HAVING TO APPEAR IN COURT, mail your personal check, money order, or credit card information in the envelope provided within 30 days for the full amount of the total collateral due specified. Include the perforated stub with your payment. **DO NOT MAIL CASH.** Write the violation number and location code from the top front portion of the Violation Notice on your check or money order and make it payable to the Central Violations Bureau. In some federal jurisdictions, payment of the total collateral due constitutes a plea of guilty or *nolo contendere*. If you are charged with a motor vehicle violation, a record of your payment may be reported to the Department of Motor Vehicles of your state. You may be required to pay additional processing, certification or other fees to reinstate your vehicle's registration or your driving privileges.

OR

2. APPEAR IN COURT. If the officer has written on the face of this Violation Notice a date, time and place for a court appearance, you must appear in court at that time. If no court date, time and place is shown, this information will be provided to you by mail. You must notify CVB in writing, of any change in the address listed on this Violation Notice. If you have not received a "Notice to Appear" within 45 days, call the Central Violations Bureau at 800-827-2982.

NOTICE

If you do not pay the total collateral due amount, and you fail to appear in court at the date and time scheduled for you, the United States District Court may issue a summons ordering your appearance or issue a warrant for your arrest. If you are charged with a motor vehicle violation, the court may also report your failure to pay or appear to the Department of Motor Vehicles of your state, which may affect your driving and/or registration privileges. If you plead guilty to a traffic violation, points may be assessed against your driving record. An accumulation of points may result in the suspension of your driving privilege. Furthermore, the court may increase your fine or impose additional penalties. Also, your driving privilege may be suspended if you plead guilty or are found guilty of certain offenses under the vehicle code of your state. A driver's education course may be an option to prevent accumulating points or having your driving privilege suspended. If you are considering this option do not pay the total collateral due amount. Call the Central Violations Bureau at 800-827-2982 for further information.

Payment address:
Central Violations Bureau
P.O. Box 740026
Atlanta, GA 30374-0026

Correspondence address:
Central Violations Bureau
P.O. Box 780549
San Antonio, TX 78278-0549

Phone Number 800-827-2982

**United States District Court
Violation Notice**

CVB Location Code

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Violation Number	Officer Name (Print)	Officer No.
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YOU ARE CHARGED WITH THE FOLLOWING VIOLATION

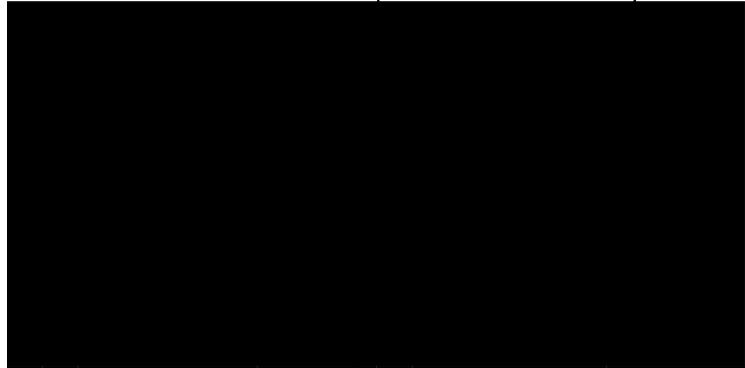
Date and Time of Offense (mm/dd/yyyy)	Offense Charged <input type="checkbox"/> CFR <input type="checkbox"/> USC <input type="checkbox"/> State Code
---------------------------------------	---

Place of Offense

Offense Description

DEFENDANT INFORMATION

Last Name	First Name	M.I.
-----------	------------	------



A IF BOX A IS CHECKED, YOU MUST APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy).

B IF BOX B IS CHECKED, YOU MUST PAY AMOUNT INDICATED BELOW OR APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy).

\$ _____ Forfeiture Amount
+ \$25 Processing Fee

PAY THIS AMOUNT →

\$ _____ **Total Collateral Due**

YOUR COURT DATE

(If no court appearance date is shown, you will be notified of your appearance date by mail.)

Court Address	Date (mm/dd/yyyy)
	Time (hh:mm)

My signature signifies that I have received a copy of this violation notice. It is not an admission of guilt. I promise to appear for the hearing at the time and place instructed or pay the total collateral due.

X Defendant Signature _____

Return to CVB With Payment

FRONT - ENVELOPE FLAP

PLACE
STAMP
HERE

CENTRAL VIOLATIONS BUREAU
P.O. BOX 740026
ATLANTA, GA 30374-0026

ENVELOPE