

## **You Have Received a Citation - What Do You Do Now?**

**Criminal Charges** require an appearance on the date and time listed on your citation or release agreement in person. Failure to appear will result in a warrant being issued for your arrest.

**Violations** If you have received a citation for a traffic or ordinance violation, one of the first things to do is check the court date on the citation. You can appear in court on that date or do any of the following options listed on your citation prior to the court date listed on your citation. Failure to appear can result in additional fines, fees, suspension of your driving privileges and being sent to collections.

**If you were cited for Careless Driving with and accident and injury, Minor in Possession of Marijuana or Alcohol all are mandatory appearances, which can result in a suspension of your driving privileges.**

### **Citation Process:**

**Option 1** provides that you enter a plea of no contest and pay the amount of the presumptive fine stated on your citation. As such, you would no longer need to personally appear on the date given on the citation.

**Option 2** Enter a plea of no contest and send/drop off a letter of explanation with the presumptive **fine amount enclosed** to the court prior to your court date for the Judge to read and make a ruling based on the information you have provided. You will be notified by mail of the Judge's ruling.

**Option 3** If you wish to plead not guilty, you can enter a plea at the court office prior to the court date. You can also plead not guilty by mail and fill out the [Request for Trial](#); and either [email](#) or mail this form in to the court prior to your court date. Your trial will be set at a later time on a Wednesday morning. You will receive a trial notice by mail and email, if provided, approximately three (3) to four (4) weeks prior to your trial date.

**Option 4** Trial by affidavit is not an option in this court.

**Fine Amounts/Class Information** The fine amounts the violation's bureau (court clerks) can impose are the same as the Judge is allowed by law to impose [{Fines}](#). The state sets maximum and minimum amounts which the court must use. Fines are based on the type of violation and your driving record. Seat belt tickets can be handled by attending a class if it is your first seat belt offense and you have not attended the class. High school students may appear in court to ask the Judge to attend a driving class if they have no prior offenses. Driving uninsured citations can be dismissed prior to the court date if you can provide valid proof of insurance on the date of the offense to the court. The court date can be rescheduled one time for up to two weeks by contacting the court office.

**Payment** can be made with a VISA, Mastercard or Discover online or by phone (503-635-0217), by mail or in person. The secure site for online payments and further instructions is located at:

<https://www.municipalonlinepayments.com/lakeoswego/court>

Please wait at least three (3) business days before contacting the Court about your fine amount. If you have made payment arrangements to pay your fines within 60 days or will make monthly payments, the online feature will also work for you. Payment on criminal fines cannot be made online until a payment agreement has been reached.

### **Web Links**

[Pay Online](#)

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