

CITATIONS AND WARRANTS

Criminal Citations (Gold copy)

If you receive a gold copy of a criminal citation from a Port Orchard police officer or in the mail, or a summons in the mail for an arraignment hearing, your appearance in court is mandatory. You have been charged with a crime. Failure to appear will result in a bench warrant being issued for your arrest.

Bench Warrants or Failure to Appear

If a bench warrant has been issued for your arrest or you have failed to appear for a court date, please contact the Court at **360-876-1701** for instructions.

Traffic Infractions (Non-criminal-Green Copy)

If you receive a green copy of a citation, you have been charged with a non-criminal infraction. Please read the back of the citation for instructions. You must respond within 15 days of the date of the citation by either requesting a hearing or by paying the fine in full. After 15 days, a \$52 penalty for failure to respond will be added. Unpaid balances will be sent to a collection agency. Unpaid balances will also result in the suspension of your driver's license if the citation was issued for a traffic offense.

You may be eligible for a hearing by mail. If you are eligible, you will receive the hearing by mail form with your hearing notice. If you did not receive a hearing by mail form with your hearing notice, you may not be eligible for this program.

E-Tickets (Electronic Ticket)

If you receive an 8 ½ x 11 white copy of a citation, you have received an E-Ticket. Please read the citation for instructions. If the charge is a criminal charge, you will be given a court date for your arraignment. Your appearance is mandatory.

If you were charged with a non-criminal charge, please read the instructions on the bottom right of the citation. You must respond within 15 days of the date of the citation by either requesting a hearing or by paying the fine in full. After 15 days, a \$52 penalty for failure to respond will be added. Unpaid balances will be sent to a collection agency. Unpaid balances will also result in the suspension of your driver's license if the citation was issued for a traffic offense.

Parking Tickets

You must respond to a parking ticket within 15 days of the date the citation was issued by either requesting a hearing or by paying the fine in full. After 15 days a \$25 penalty for failure to respond will be added. Unpaid balances will be sent to a collection agency. You will be unable to renew your vehicle license tabs until all fines are paid.