

INFORMATION REGARDING YOUR CITATION:

Pleading Not Guilty: If you wish to plead not guilty and want to have a trial, you **MUST** notify the court clerk's office at least **10 days** in advance of your court date. If you do not notify the clerk's office of your intent to plead not guilty, the officer will not be subpoenaed to appear in court. **DO NOT** pay your citation before attending court.

Pleading Guilty: *Payment of your citation is due **prior** to your court hearing time of **9:00 a.m.*** If you are pleading guilty and DO NOT want to appear in court, you can pay your citation in person, via mail, by telephone or online. The payment must reach our office prior to your court date and time of 9:00 a.m. Most citations are normally \$152.50 plus \$50 for each additional moving violation. Please call the court clerk's office if you are unsure of the amount to pay.

Traffic School: If you have no moving violations and have not attended a defensive driving school (to have a citation dismissed) anywhere in the past 3 years, you may be eligible for traffic school (NOTE: we do not allow online classes). This will keep the violation off your driving record and insurance. You must appear in court if you wish to attend traffic school. **DO NOT** pay your citation or take a class before attending court. Please be prepared to pay \$75 court fees when you come to court.

Fixable Citations: **Fixable Citations can be dismissed without attending court if proof is provided to the clerk's office before the scheduled court date.**

Driver's License: If you were charged with failure to carry your valid license, failure to change your address, or having an expired license, any time prior to your court date, provide a copy of your license or documentation by coming to our office weekdays between 8 a.m. and 4 p.m., or by fax or email to the court clerk's office.

Insurance: If you were charged with not having proof of insurance, but were insured at the time of the stop, any time prior to your court date, provide a copy of your insurance indicating you were insured on the day of your stop by coming to our office weekdays between 8 a.m. and 4 p.m., or by fax or email to the court clerk's office.

Lights: If you were charged with a vehicle light violation, any time prior to your court date, come by our office weekdays between 8 a.m. and 4 p.m. and demonstrate the light(s) have been repaired, or provide a receipt by fax or email to the court clerk's office.

Registration: If you were charged with failure to carry a registration or having an expired registration you may have the violation dismissed without attending court. Any time prior to your court date, provide the registration to our office weekdays between 8 a.m. and 4 p.m., or by fax or email to the court clerk's office.

Rescheduling Court Date: If you need to reschedule your court date, please contact the court clerk's office as soon as possible (preferably 7 days prior to your court date) to schedule a new date. We may be able to reschedule your court date one time. If there is an emergency the morning of court and you are unable to attend, please call the court clerk's office **prior to 9:00 a.m.** If there is no answer, please leave a detailed message so as not to receive a Failure to Appear charge.

If you have any questions, please contact a court clerk:

Vivianne Conn

Phone: (615) 776-6684

Fax: (615) 776-3631

Email: court@nolensvilletn.gov

John Strasser

Phone: (615) 776-6683

Fax: (615) 776-3631

Email: jstrasser@nolensvilletn.gov

Nolensville Municipal Court addresses:

Physical Address:

7218 Nolensville Rd
Nolensville, TN 37135

Mailing Address:

P.O. Box 547
Nolensville, TN 37135

Online Payments*:

www.nolensvillepay.com

Telephone Payments*:

(844) 305-2290

**there are additional fees for using these services*