

INFORMATION REGARDING YOUR CITATION:

Moving Violations:

Plead Not Guilty: Request a Trial: 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** before your court date so that we may subpoena the officer to court. 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.

Plead Guilty: Pay Citation Prior to Court Date: If you are pleading guilty and DO NOT want to appear in court, you may pay your citation in person, by mail, by telephone or online. The payment must reach our office before 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.

Plead Guilty: Apply for Traffic School Prior to Court Date: If you have no moving violations and have not attended a defensive driving school within the past 3 years, you are eligible for traffic school. You must sign up for traffic school in the court clerk's office before your court date. This will keep the violation off of your driving record and insurance. Be prepared to pay the \$75 cost of the citation when signing up for traffic school. Traffic school classes typically cost \$50 and will be paid separately. (NOTE: Online classes are not allowed. CDL holders are not eligible for traffic school.)

Non-Moving Violations:

Fixable violations may be dismissed at no cost without attending court if proof is provided to the clerk's office before the scheduled court date. If you are unable to fix the violation, you may either pay the citation before the court date if you do not want to appear in court, or you may appear in court on 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 your 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 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 and payment methods:

Physical Address:

7218 Nolensville Rd
Nolensville, TN 37135

Mailing Address:

P.O. Box 547
Nolensville, TN 37135-0547

Telephone Payments*:

(844) 305-2290

Online Payments*:

www.nolensvillepay.com

**there are additional fees for using these services*