



City of Suffolk
PO BOX 17007
Baltimore, MD 21297-0496

SUMMONS#
PIN:
View your video and pay your Violation with your Debit
or Credit card at www.onlinecitationpayment.com

NOTICE OF VIOLATION/SUMMONS

This Summons can be satisfied and no further action
will be necessary if paid before the Due Date.
Please read the reverse side for complete instructions.

Amount Due:
Court Date:

COMMONWEALTH OF VIRGINIA GENERAL DISTRICT COURT OF:		Tentative Court Date	
You may view your images and video online at www.onlinecitationpayment.com . The fastest and easiest way to pay your Summons is to pay online at www.onlinecitationpayment.com			
ON/ (Date)	AT TIME	UPON / AT OR NEAR LOCATION	
WITHIN CITY/COUNTY AND STATE AFORESAID,			
REGISTERED OWNER'S NAME (FIRST, MIDDLE, LAST)			
STREET ADDRESS			
CITY		STATE	ZIP CODE
DID UNLAWFULLY ■ OPERATE/DRIVE			
OFFENSE Failing to stop when approaching a stopped school bus in violation of §46.2-859 of the Code of Virginia. (Under the City of Suffolk Code Sec. 86-319 you are presumed to be the driver, but such presumption may be rebutted as outlined on the reverse side.)			
VEHICLE			
YEAR	MAKE	MODEL	STATE
			COLOR
			STATE
Certificate: Based on the inspection of recorded images, the motor vehicle failed to stop when approaching a stopped school bus in violation of the City of Suffolk Code Sec. 86-319 as evidenced by the images shown and such disregard was not authorized by law.			
BADGE #			
ON INFORMATION, THE SUFFOLK POLICE DEPARTMENT CHARGES THE DEFENDANT AND INFORMS THE COURT THAT THE FACTS ABOVE ARE TRUE AND PUNISHABLE BY A: FINE OF \$250.00			

20230407

Pay with your Credit or Debit card at www.onlinecitationpayment.com or mail your check or money order to the address below.



NAME: JOHN SMITH	DUE DATE: 1/1/0000
SUMMONS #: 1234567890123	VERSION: 1
ISSUE DATE: 1/1/0000	PLATE: ABC123
STATE:	TYPE: Regular Passenger

This violation is a non-moving infraction and no points will be assessed.

- » Si necesita ayuda en Español, favor de llamar al (866) 271-1171.
- » Make your check or money order payable to the **City of Suffolk**.
- » DO NOT MAIL CASH.
- » Write the Summons # on the front of your payment.
- » Do not tape, staple or paperclip items.
- » Insert this tear-off coupon with your payment.
- » Payment is admission of guilt or liability.

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AMOUNT DUE: \$250.00

A vehicle registered in your name was photographed failing to stop when approaching a stopped school bus or the registered owner of the vehicle depicted on this Notice has submitted an Affidavit naming you as the driver of the vehicle at the time of violation. This is a violation of the Code of the City of Suffolk Section, 86-319. This violation is not a moving violation. **No points will be assessed for the violation and it will not appear on your driving record.**

Your failure to pay or respond to this Notice of Violation as directed will result in the matter being submitted to the City of Suffolk Treasurer's Office for collections proceedings.

You are urged to review the images and video of this violation. They can be viewed at www.onlinecitationpayment.com. You will need your Summons # and PIN found on the front of this notice.

TO PAY YOUR VIOLATION

THERE ARE THREE WAYS TO PAY:

1. ONLINE PAYMENT: The fastest and easiest way to pay your Summons is to pay online. Go to www.onlinecitationpayment.com and log on with your Summons and PIN shown on the front of this notice. Click the Pay button. There may be a convenience / service fee for this service.
2. PAYMENT BY PHONE: Call (866) 271-1171, 8 AM – 5 PM EST Monday – Friday. There may be a convenience / service fee for this service.
3. PAYMENT BY MAIL: Mail your check or money order (payable to the City of Suffolk) with the coupon printed at the bottom of the front side of this notice. DO NOT MAIL CASH. Be sure to put the Summons # (see front) on the face of your payment.

If you pre-pay, you **DO NOT** need to appear in court.

TO CONTEST THIS VIOLATION

1. COURT HEARING: If you wish to contest this violation in court, you must sign the coupon below and mail it in the enclosed envelope to: City of Suffolk, PO Box 17007 Baltimore, MD 21297-0496 to confirm your court hearing. Your case will be administratively reviewed and you will be notified, in writing, of the location, date and time of your court hearing. A person who is found liable for a violation after the court hearing shall pay the penalty within 30 days of the determination of liability.

2. AFFIDAVIT OF NON-LIABILITY: If the motor vehicle or the license plate captured by the Automated Traffic Control System recorded image was sold or stolen prior to the violation date, or if there is a DMV registration error, or if the offense was ticketed by the Police Department, or you were not the operator/ driver of the vehicle on that date, time and location which the violation occurred, the owner may submit information to that effect by filling out an Affidavit of Non-Liability and mailing it prior to the Payment Due Date on the front of this Notice. Send your Affidavit of Non-Liability, the required supporting documentation, and a copy of this Notice of Violation to the City of Suffolk, PO Box 17007 Baltimore, MD 21297-0496. The Affidavit of Non-Liability form can be downloaded at www.onlinecitationpayment.com. You will need your Summons # and PIN printed on the front of this Notice.

3. AFFIDAVIT OF NON-OPERATION (Rental and Leasing Companies ONLY): Virginia State Code 15.2-968. 1 § D (i), provides the notified owner of a vehicle who was not the driver, the ability to file an Affidavit of Non-Operation, by regular mail affirming he/she was not the operator of the vehicle at the time of the alleged violation. The Affidavit of Non-Operation form downloaded at www.onlinecitationpayment.com. You will need your Summons # and PIN printed on the front of this Notice. Your Affidavit of Non-Operation must be received prior to the Payment Due Date on the front of this Notice. Send your Affidavit of Non-Operation, the required supporting documentation, and a copy of this Notice of Violation to the City of Suffolk, PO Box 17007 Baltimore, MD 21297-0496.

If you **DO NOT** intend on contesting this violation, you **DO NOT** need to appear in court.

VIEW YOUR IMAGES AND VIDEO: The recorded images and video will be submitted as evidence in the City of Suffolk Judicial Court proceeding for prosecution of the violation. You may view your images and video online at www.onlinecitationpayment.com. You will need your Summons # and PIN printed on the front of this notice.

QUESTIONS: If you have any questions, please contact Customer Service at (866) 271-1171.

Si usted necesita ayuda en español, entre en contacto con por favor el servicio de cliente en (866) 271-1171.

Detach here and return bottom portion as a request for court hearing.

I submit this form as a confirmation of a court hearing regarding this Notice of Violation and acknowledge that it must be received by due date of this notice to be valid request. I understand that I must attend this hearing in-person. I also understand that I will be notified of the date, time and location of the hearing. **Please sign and print name using blue or black ink.**

Signature

Printed Name

Phone Number