

INSTRUCTIONS TO DEFENDANT - TRAFFIC CASES

You may have been charged with a traffic offense which is fully explained on the citation issued to you. If you have been charged with one of the offenses listed below and wish to **PLEAD GUILTY** and pay the fine and cost, you may do so either in person or by mail no later than 24 hours before the court date shown on the ticket. If you have been charged with an offense other than one of those listed, or if you have been convicted of two or more traffic violations within the past twelve (12) months, or if you wish to contest the citation and have a trial, you must appear in Court at 9:00 AM on the date indicated on your citation. The Dothan Municipal Courtroom is located in Kater Williams Justice Building at 210 North Saint Andrews Street, Dothan, Alabama. Failure to pay or appear in Court on the date indicated may result in a warrant being issued for your arrest and/or your driving privileges being suspended. This will add additional Court costs and may result in you being jailed.

(*NOTICE* All amounts subject to change without notice)

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| Driving on Wrong Side of Road..... | \$214.50 | Violation of Truck Route Ordinance..... | \$284.50 |
| Fail to Stop at Railroad Crossing..... | \$194.50 | Failure to Dim Headlights..... | \$194.50 |
| Failure to Wear Safety Belt..... | \$ 61.00 | Failure to use Child Restraints..... | \$209.50 |
| Following too Closely..... | \$204.50 | Failure to Yield Right-of-Way..... | \$204.50 |
| Improper Muffler..... | \$194.50 | Improper Backing/Brakes/Lights..... | \$204.50 |
| Improper Passing..... | \$204.50 | Improper/No Rearview Mirror..... | \$204.50 |
| Improper Tag..... | \$209.50 | Improper Signal..... | \$194.50 |
| Expired Tag..... | \$209.50 | Improper Tires..... | \$204.50 |
| Improper Turn..... | \$204.50 | Improper Window Tinting..... | \$204.50 |
| No Helmet (motorcycle)..... | \$194.50 | Operating Vehicle Without License In Possession..... | \$259.50 |
| Running Red Light/Stop Sign..... | \$204.50 | Stopping on Highway..... | \$214.50 |
| Speeding (less than 25MPH & over limit)..... | \$204.50 | Violating License Restriction..... | \$244.50 |
| Speeding(25MPH & over limit)..... | \$224.50 | Disobey Traffic Control Device..... | \$204.50 |
| Speeding Construction (Less than 25MPH)..... | \$224.50 | Following Emergency Vehicle..... | \$234.50 |
| Speeding Construction (More than 25MPH)..... | \$264.50 | Running Over Fire Hose..... | \$234.50 |
| Cutting Corners..... | \$204.50 | Improper Lane Change..... | \$204.50 |
| Speeding in School Zone..... | \$234.50 | One-way Street Violation..... | \$204.50 |
| Littering on Highway..... | \$284.50 | | |

To settle your case by mail you must sign your name on the back of the citation in the section entitled "Plea of Guilty and Waiver" and mail it to the Court along with full payment in the amount indicated. Your payment must be received by the Court prior to the Court Appearance date shown on your citation. Payments should be made by cashiers check or money order - Make payable to the CITY OF DOTHAN MUNICIPAL COURT - NO PERSONAL CHECKS.

Payment's must reach the Magistrate's Office at least 48 hours prior to your scheduled court appearance.

Pay Online or By Phone:
DOTHANAL.GOVTPORTAL.COM
(334) 610-3997

Mail Payment To:
 City of Dothan Municipal Court
 Post Office Box 2128
 Dothan, AL 36302

Location of Magistrate Office & Hours:
 115 W. Adams St.
 Dothan, AL 36303
 Hours: 8:00a.m. - 5:00p.m. (Mon. - Fri.)
 Phone: (334)615-4150

Location of Courtroom
 City of Dothan Police Depart.
 210 N. St. Andrews St.
 Dothan, AL 36303

Revised 1/25

INSTRUCTIONS TO OBTAIN ACCIDENT INFORMATION

Your accident report may be completed and ready for release in 3-5 business days. After that time, you may call Records Division at (334)615-4650 to inquire if the report is complete and ready for purchase anytime Monday to Friday 8:00 AM to 5:00 PM. There is a \$15.00 charge for each copy of report.

Reports may be purchased at the Dothan Police Department located at 210 North Saint Andrews Street, Dothan, Alabama.

To purchase by mail: Send your request, including the accident case number, \$15.00 fee, and a self-addressed stamped envelope to the above address.

If you wish to purchase your report electronically online, you may do so by visiting buycrash.lexisnexisrisk.com. 866-215-2771. An additional \$9.00 convenience fee added to online purchases.

INFORMATION AND INSTRUCTIONS FOR SR 31 FORM

Completion of the SR31 Form is required **ONLY** if a motor vehicle accident occurring in Alabama, caused death, personal injury, or property damage to any one owner in excess of \$500 by an uninsured motorist. You can **ONLY** file this form if you have **NOT** been compensated for your injuries or losses.

Driver's Name _____

Insurance Company _____

Your Vehicle Report Case Number _____

MAIL PAYMENT TO:
City of Dothan Police Dept.
Post Office Box 2128
Dothan, Alabama 36302

Your Report Will Be Ready In
_____ Working Days

VEHICLE TOWED BY (If Applicable) _____

Court Appearance Instructions

- 1.) **Be on time.** You should plan to arrive 15 minutes before your court appearance.
- 2.) **Wear respectful clothing.** Shorts and halter tops are not permitted. No bare feet, flip flops or hats.
- 3.) **No cell phones allowed in the courtroom.**
- 4.) **No children** under the age of 6 years are allowed in the courtroom.
- 5.) **No Weapons.**
- 6.) **No personal checks.** We accept cash, money orders or cashiers checks only.
- 7.) If you are not on the docket for court today, your file is not in the courtroom and your case cannot be discussed with the Judge.
- 8.) **Do not approach the Judge outside of court.**
- 9.) **Cell phones are not permitted in courtroom.**