



Judicial Council of California

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www.courts.ca.gov/policyadmin-invitationstocomment.htm

INVITATION TO COMMENT

SPR23-31

Title

Traffic and Criminal Law: Notice to Appear Forms

Action Requested

Review and submit comments by May 12, 2023

Proposed Rules, Forms, Standards, or Statutes

Amend Cal. Rules of Court, rule 4.103; revise forms TR-130, TR-140, and TR-INST; revoke forms TR-135 and TR-145

Proposed Effective Date

January 1, 2024.

Contact

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Proposed by

Traffic Advisory Committee
Hon. Gail Dekreon, Chair

Executive Summary and Origin

The Traffic Advisory Committee recommends amending a rule of court, revising and revoking notice to appear forms (commonly known as a “citation” or “traffic ticket”), revising the notice to correct violation, and revising the related instruction forms. These changes are recommended to reflect recent statutory changes, improve litigant understanding of the citation, and avoid redundant form requirements.

Background

Vehicle Code section 40500(b) requires the Judicial Council to prescribe the notice to appear used when a person is arrested for misdemeanor or infraction violations of the Vehicle Code. Penal Code section 959.1(d) permits a notice to appear issued on a form approved by the Judicial Council to be received and filed by a court in electronic form. When a notice to appear issued on a Judicial Council form is verified by the issuing officer, it constitutes a criminal complaint, including for infractions. (Pen. Code, § 853.9; Veh. Code, § 40513(b).)

This proposal has not been approved by the Judicial Council and is not intended to represent the views of the council, its Rules Committee, or its Legislation Committee. It is circulated for comment purposes only.

Notice to Appear Form (Form TR-130)

Form TR-130 was developed prior to 1990. Since its adoption, it has been revised several times and was last revised in 2015.¹ Law enforcement agencies must comply with the requirements of form TR-130 for any citation to serve as a criminal complaint. Each law enforcement agency prints its own citations or uses an e-citation platform. Form TR-130 has three key users: law enforcement agencies, courts, and litigants. The proposed revisions to form TR-130 aim to encourage timely responses to citations and avoid failures to appear.

In 2021, the Traffic Advisory Committee (TAC) convened a working group to consider changes to form TR-130 and related forms. The working group is comprised of TAC members and other stakeholders, including representatives from law enforcement agencies and the Department of Motor Vehicles, court administrators, and criminal defense attorneys. Ideas42, a behavioral science research firm that specializes in behaviorally informed design, recommended and supported design revisions to the form. The working group undertook an extensive redesign process that consisted of reviewing statutory requirements, interviewing stakeholders and subject-matter experts, contemplating the design of citations in other states, and gaining an understanding for the workflow and processing of each citation. The design was iterated numerous times to account for feedback from the working group and emerging legislation.

Throughout this process, the design underwent extensive user testing. Feedback was sought from law enforcement officers, court clerks, and litigants to ensure that the design met the needs of all users. The proposed design is the result of over a year of research, stakeholder engagement, and iterative designs.

Recent legislation, Assembly Bill 2773 (Stats. 2022, ch. 805), added section 1656.3 to the Vehicle Code to require, among other things, that beginning January 1, 2024, peace officers document the reason for a stop on the citation. The working group incorporated this change in its revision of form TR-130. This legislation also adds section 12525.5 to the Government Code to require all peace officer agencies to annually report to the Attorney General the data on all stops.

Correctable Offense Notice Form (Form TR-140)

Unless certain disqualifying conditions exist, a law enforcement officer who chooses to take action on certain registration, license, or equipment violations of the Vehicle Code must issue a notice to appear that specifies the offense is correctable or a notice to correct violation. (Veh. Code, §§ 40303.5, 40533, 40610). The notice to correct must be on a form approved by the Judicial Council. (*Id.*, § 40610). If an agency does not receive proof of correction, the agency can deliver to the court the signed promise with a certification that no proof of correction was received. (*Id.*, § 40618). If the notice to correct violation is prepared on a Judicial Council form, the promise and the certification together with the form constitute a complaint, and if the complaint is verified, the court may issue a warrant. (*Ibid.*)

¹ The Traffic Advisory Committee will consider whether form TR-130 and related forms are adopted by the Judicial Council for mandatory use. The Committee welcomes comments on this issue.

In 2000, the Judicial Council adopted form TR-140, a standard notice to correct violation for law enforcement agencies.

Electronic Notice to Appear Forms (Forms TR-135 and TR-145)

In 2015, the Judicial Council adopted *Electronic Traffic/Nontraffic Notice to Appear (4-inch format)* (form TR-135) and *Electronic Traffic/Nontraffic Notice to Appear (3-inch format)* (form TR-145) for electronic citations. At the time the forms were adopted, TAC believed it was preferable to have paper citation forms (form TR-130) and separate electronic forms.

The Form Packet (Form TR-INST)

Form TR-INST is a packet of traffic forms that includes forms TR-100, TR-106, TR-108, TR-115, TR-120, TR-130, TR-135, and TR-145. Form TR-INST provides instructions for all these forms. For unknown reasons, form TR-140 has not previously been part of the TR-INST packet or available on the Judicial Council website, but it is still a valid form.

The Proposal

Amendment of rule 4.103

This proposal would amend rule 4.103 to remove all references to forms TR-135 and TR-145, as the proposal would revoke these two forms. The rule would still allow for electronic submission of citations using form TR-130.

Revision of form TR-130²

The proposal would revise form TR-130, changing the location of many data fields and overhauling the format and information on the back of the form. On the current form, areas shaded in gray indicate spaces subject to modification and customization for local agency requirements. For this proposal, boxes shaded in yellow indicate fields that can be customized to accommodate local needs. The gray shading on the proposed form is provided to improve readability and does not indicate a customizable field. Unless a field is shaded in yellow, it is mandatory on the proposed design.

Proposed revisions to improve litigant understanding

Many proposed changes aim to improve litigant understanding of necessary steps to address their citation and avoid consequences such as a civil assessment or a warrant. Misdemeanors and infractions have different courses of action for the litigant; however, the current citation does not clearly distinguish between misdemeanors and infractions. This proposal divides the description of next steps on both the back and the front of the ticket into different courses of action for misdemeanors and infractions and aims to provide clearer instructions. This proposal also recommends moving the date of required action and the location of the court to the top of the citation for increased visibility. Additionally, this proposal adds a box that warns litigants of potential consequences for failing to act. This proposal also removes items from the top of the

² The proposed changes to this form are not highlighted due to the substantial revision and reorganization as well as the use of highlights to indicate mandatory fields. The current TR-130 is included as an attachment for reference.

citation that may confuse the litigant, such as the form's title, checkboxes for violation type, and case number. Specific recommended changes:

- Moved date of required action and court address(es) to the top of the citation
- Divided the required action for the litigant into two options, to differentiate requirements for infractions (“RESPOND TO CITATION BEFORE”) and misdemeanors (“APPEAR IN COURT AT”)
- Removed check boxes at top of the ticket for misdemeanor, traffic, and nontraffic
- Removed “NOTICE TO APPEAR” at the top of the ticket and moved the form's title to the bottom corner of the ticket
- Replaced “FOLLOW THE INSTRUCTIONS ON THE REVERSE” with “See back for detailed instructions”
- Added a warning to the top to emphasize consequences for failing to act
- Added contact information to the bottom to facilitate court reminders
- Added “Fix-It” to correctable violations section
- Changed the wording of the signature line
- Increased the font size on the back of the citation
- Separated instructions on the back of the citation for misdemeanor and infractions
- Changed the language and improved the descriptions of the various options for resolving the citation
- Emphasized the consequences of failing to act
- Added information about translated forms and contacting the court
- Added information about MyCitations³

Proposed revisions to improve law enforcement use

In addition to changes aimed at facilitating timely responses to citations, this proposal recommends changes that will improve the form for law enforcement agencies. These changes include removing unnecessary boxes (thereby decreasing the time it takes to fill out a citation), updating language to reflect current law enforcement agency standard language, and re-ordering boxes to match the boxes on California driver's licenses. Specific recommended changes:

- Removed redundant boxes (Day of Week, Age)
- Removed night court check box
- Removed “To be notified” check box
- Replaced “Address” with “Current Address”
- Added “all states” to the Driver's License Number data field
- Added the title “CITATION DETAILS” to ease readability
- Replaced “Case No.” with “Case Agency No.”
- Replaced “Accident” with “Crash”
- Changed order and location of data fields to facilitate ease of filling out

³ MyCitations is an online system developed by the Judicial Council. It allows a litigant to request an ability-to-pay determination for infraction fines and fees. With the passage of Assembly Bill 143 (Stats. 2021, ch. 79), each of the 58 trial courts will offer online ability-to-pay determinations using MyCitations by June 30, 2024.

Proposed revisions based on statutory changes

The final set of recommended changes were made to comply with recently enacted legislation. Assembly Bill 2746 (Stats. 2022, ch. 800) repealed Vehicle Code sections 40509 and 40509.5. As a result, courts are no longer authorized to report failures to appear to the Department of Motor Vehicles (DMV) pursuant to those sections. Therefore, this proposal removes the reference to license suspensions from the back of the citation. Assembly Bill 2773 (Stats. 2022, ch. 805) added section 1656.3 to the Vehicle Code to require, among other things, that beginning January 1, 2024, peace officers document the reason for a stop on the citation. Assembly Bill 2956 (Stats. 2022, ch. 295) removed the requirement to document evidence of financial responsibility on the citation. This proposal replaces “Evidence of Financial Responsibility” with “Reason for Stop.”

Revision of form TR-140

A stakeholder requested form TR-140 be included in the TR-INST packet and be available on the Judicial Council website. TAC recommends that form TR-140 be included with the form TR-INST packet of forms. The proposal would also replace the data field for “Evidence of Financial Responsibility” with a data field for “Reason for Stop.” These changes are proposed to comply with Assembly Bill 2773 and Assembly Bill 2956 as discussed above.

Revision of form TR-INST

This proposal would revise form TR-INST to update the requirements for revised form TR-130, remove references to forms TR-135 and TR-145, and add information regarding form TR-140. This proposal also amends form TR-INST to clarify that form TR-130 may be submitted electronically and used as a guide for designing electronic citations. The instructions would be revised to include the following changes:

- Revision of the effective dates of form TR-INST
- Revision of Appendixes of Council Forms, to remove form TR-135 and form TR-145 and to add form TR-140
- Revision of section 1.030 to remove reference to form TR-135
- Revision of section 1.040 to remove references to forms TR-135 and TR-145 and specify that form TR-130 should be used to prepare electronic citations and may be modified as necessary to comply with technological specifications
- Addition of section 1.041 to include information about form TR-140
- Revision of section 2.010 to remove references to forms TR-135 and TR-145 and clarify that form TR-130 may be used for electronic preparation submission of citations
- Revision of section 3.010 to update effective dates of forms TR-130 and TR-140 and remove references to TR-135 and TR-145
- Revision of section 4.010 to add “or respond” to the action a defendant promises to take
- Revision of section 4.020 to add form TR-140, clarify that printed copies of electronic citations should closely resemble form TR-130 with modifications necessary for varying technological specifications, and remove references to forms TR-135 and TR-145

- Revisions of section 4.050 to remove references to forms TR-135 and TR-145 and to update requirements for form TR-130
- Revisions of Chapter 5 to update requirements for form TR-130
- Revisions of Chapter 6 to update requirements for form TR-130 and remove references to forms TR-135 and TR-145
- Addition of section 6.091 to make *Race / Ethnicity* a required data field on form TR-130
- Addition of section 6.130 to replace the requirement for financial responsibility with the *Reason for Stop* requirement
- Revision of Chapter 7 to update requirements for form TR-130 and remove references to forms TR-135 and TR-145

Revocation of forms TR-135 and TR-145

This proposal would revoke forms TR-135 and TR-145. Given technological advances, the committee believes that separate electronic Notice to Appear forms are no longer necessary and that the redesigned form TR-130 can serve both paper and electronic formats. Law enforcement agencies may still prepare and file citations electronically using form TR-130.

Alternatives Considered

The committee considered revising forms TR-135 and TR-145 to be consistent with changes to form TR-130. However, given the technological advancement of electronic citations and the need for electronic citation vendors to design forms that meet a variety of specifications, the committee determined that revoking the forms and clarifying that form TR-130 should be used for the design of electronic citations would better encourage the expansion of electronic citations.

The committee did not consider taking no action. The committee decided that action on the revision of forms TR-130 and TR-140 was necessary given the January 1, 2024, effective date of Assembly Bill 2773.

Fiscal and Operational Impacts

The committee anticipates that this proposal would require courts to train court staff and judicial officers on the newly revised forms. TAC also anticipates that extensive training will be needed for law enforcement officers. In addition, costs would be incurred by law enforcement agencies to make and replace paper forms packets and work with vendors to incorporate changes to existing electronic citation systems.

Request for Specific Comments

In addition to comments on the proposal as a whole, the advisory committee is interested in comments on the following:

- Does the proposal appropriately address the stated purpose?
- Would any of the changes to form TR-130 pose challenges in developing a revised printed citation form for officers typing in data on a handheld or mobile terminal in their cars?
- Is revised TR-130 sufficient for designing an electronic citation printout? Are forms TR-135 and TR-145 necessary for the development of an electronic citation printout?
- Does form TR-130 provide sufficient customizable (shaded in yellow) data fields for law enforcement agencies and/or courts?
- Form TR-130 does not currently include a mandatory field for vehicle type; should such a field be added as a mandatory field, or should it remain a field that jurisdictions can choose to include in a customizable field?
- Should any of the mandatory fields (fields not shaded in yellow) on proposed form TR-130 not be mandatory?
- Is the new “Reason for Stop” field in a logical place on proposed forms TR-130 and TR-140?
- Is it clear that the cell phone field (which may be used by courts to facilitate reminders) on proposed form TR-130 is optional for the litigant to fill out?
- Should the litigant’s email field on proposed form TR-130 be optional for jurisdictions to include on the citation?
- Are the instructions on the back of proposed form TR-130 clear for the litigant?
- Is form TR-140 necessary or commonly used in your jurisdiction?

The advisory committee also seeks comments from *courts* on the following cost and implementation matters:

- Would the proposal provide cost savings? If so, please quantify.
- What would the implementation requirements be for courts—for example, training staff (please identify position and expected hours of training), revising processes and procedures (please describe), changing docket codes in case management systems, or modifying case management systems?
- Would three months from Judicial Council approval of this proposal until its effective date provide sufficient time for implementation for courts?
- How well would this proposal work in courts of different sizes?

Attachments and Links

1. Proposed Cal. Rules of Court, rule 4.103, at pages 8–9
2. Proposed forms TR-130, TR-135, TR-140, TR-145, and TR-INST, at pages 10–39
3. Attachment A: Current form TR-130 (rev. eff. 2015)

Rule 4.103 of the California Rules of Court would be amended, effective January 1, 2024, to read:

1 **Rule 4.103. Notice to appear forms**

2
3 **(a) Traffic offenses**

4
5 A printed or electronic notice to appear that is issued for any violation of the
6 Vehicle Code other than a felony or for a violation of an ordinance of a city or
7 county relating to traffic offenses must be prepared and filed with the court on
8 *Automated Traffic Enforcement System Notice to Appear* (form TR-115); or
9 *Traffic/Nontraffic Notice to Appear* (form TR-130), ~~*Electronic Traffic/Nontraffic*~~
10 ~~*Notice to Appear (4-inch format) (form TR-135), or Electronic Traffic/Nontraffic*~~
11 ~~*Notice to Appear (3-inch format) (form TR-145)*~~, and must comply with the
12 requirements in the current version of the Judicial Council’s instructions, *Notice to*
13 *Appear and Related Forms* (form TR-INST).

14
15 **(b) Nontraffic offenses**

16
17 A notice to appear issued for a nontraffic infraction or misdemeanor offense that is
18 prepared on *Nontraffic Notice to Appear* (form TR-120); or *Traffic/Nontraffic*
19 *Notice to Appear* (form TR-130), ~~*Electronic Traffic/Nontraffic Notice to Appear (4-*~~
20 ~~*inch format) (form TR-135), or Electronic Traffic/Nontraffic Notice to Appear (3-*~~
21 ~~*inch format) (form TR-145)*~~, and that complies with the requirements in the current
22 version of the Judicial Council’s instructions, *Notice to Appear and Related Forms*
23 (form TR-INST), may be filed with the court and serve as a complaint as provided
24 in Penal Code section 853.9 or 959.1.

25
26 **(c) Corrections**

27
28 Corrections to citations previously issued on *Continuation of Notice to Appear*
29 (form TR-106), *Continuation of Citation* (form TR-108), *Automated Traffic*
30 *Enforcement System Notice to Appear* (form TR-115), *Nontraffic Notice to Appear*
31 (form TR-120), or *Traffic/Nontraffic Notice to Appear* (form TR-130), ~~*Electronic*~~
32 ~~*Traffic/Nontraffic Notice to Appear (4-inch format) (form TR-135), or Electronic*~~
33 ~~*Traffic/Nontraffic Notice to Appear (3-inch format) (form TR-145)*~~ must be made
34 on *Notice of Correction and Proof of Service* (form TR-100).

35
36 **(d) Electronic citation forms**

37
38 A law enforcement agency that uses an electronic citation device to issue notice to
39 appear citations on the Judicial Council’s *Traffic/Nontraffic Notice to Appear* (form
40 TR-130) ~~*Electronic Traffic/Nontraffic Notice to Appear (4-inch format) (form TR-*~~
41 ~~*135)*~~ ~~*or Electronic Traffic/Nontraffic Notice to Appear (3-inch format) (form TR-*~~
42 ~~*145)*~~ must submit to the Judicial Council an exact printed copy of the agency’s
43 current citation form that complies with the requirements in the most recent version

1 of the Judicial Council's instructions, *Notice to Appear and Related Forms* (form
2 TR-INST).
3

NOTICE TO:

APPEAR IN COURT AT _____ AM PM **ON:**
OR
 RESPOND TO CITATION BEFORE:

DATE: ___ / ___ / ___

See back for detailed instructions

- Name of Court, Division of Court, Street Address, City, State ZIP
☎ XXX.XXX.XXXX ⇒ [websiteurl.com](#)
- Name of Court, Division of Court, Street Address, City, State ZIP
☎ XXX.XXX.XXXX ⇒ [websiteurl.com](#)
- Name of Court, Division of Court, Street Address, City, State ZIP
☎ XXX.XXX.XXXX ⇒ [websiteurl.com](#)
- Name of Court, Division of Court, Street Address, City, State ZIP
☎ XXX.XXX.XXXX ⇒ [websiteurl.com](#)

ACT BY THIS DATE TO AVOID A WARRANT OR INCREASED FINES.

Date of Violation (mm/dd/yy)		Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Driver's License Number (all states)		State
Name (first, middle, last)					
Current Address (no., street, city, state, zip)					
Date of Birth (mm/dd/yy)		Parent/Guardian Phone No. <input type="checkbox"/> Juvenile		Commercial <input type="checkbox"/> Y <input type="checkbox"/> N	Insurance <input type="checkbox"/> Y <input type="checkbox"/> N
Race / Ethnicity	Sex	Hair	Eyes	Height	Weight
Vehicle License/VIN		State	Reg (M/Y)	Year	Make
Registered Owner/Lessee <input type="checkbox"/> Same as driver <input type="checkbox"/> Owner's responsibility (Veh. Code, § 40001)				Model	Body Style
Address (no., street, city, state, zip) <input type="checkbox"/> Same as driver				Color	
Reason for Stop				CHP / DOT / PUC / ICC	

CITATION DETAILS Booking Required (see reverse)

Correctable (fix-it)	Code/Section	Description	M = Misdemeanor	I = Infraction (circle)
<input type="checkbox"/> Y <input type="checkbox"/> N	_____	_____	M	I
<input type="checkbox"/> Y <input type="checkbox"/> N	_____	_____	M	I
<input type="checkbox"/> Y <input type="checkbox"/> N	_____	_____	M	I
<input type="checkbox"/> Y <input type="checkbox"/> N	_____	_____	M	I

Speed	PF/Max. Speed	Safe Speed	Radar/Lidar	Veh. Limit	<input type="checkbox"/> Commercial Veh. Veh. Code, § 15210(b)
Location of Violation					<input type="checkbox"/> Hazardous Mat. Veh. Code, § 353
City/County of Occurrence				Case Agency No.	
Comments (weather, road, traffic conditions)					<input type="checkbox"/> Crash

Violations not committed in my presence, declared on information and belief (Veh. Code, § 40600)

I declare under penalty of perjury under the laws of the state of CA the foregoing is true and correct.

DECL. DATE	ARRESTING OR CITING OFFICER	SERIAL NO.
DECL. DATE	ARRESTING OFFICER, if different	SERIAL NO.

I promise to act by the date at the top of this citation. Signing DOES NOT admit guilt.

(_____) _____

CELL PHONE NUMBER (may be used to send reminders) _____ EMAIL (may be used to send reminders) _____

X _____

SIGNATURE

DEFENDANT COPY | FORM INFO

Continuation form

TR-130, Traffic/Nontraffic Notice to Appear
Judicial Council of California, Rev. Jan. 1, 2024
Vehicle Code, §§ 40500(b), 40513(b), 40522,
40600; Pen. Code, § 853.9

SEE REVERSE

FPO Barcode USS Code 39

TAB AREA

WHAT YOU NEED TO DO

Step ① Which box is checked on front of citation:

APPEAR IN COURT **or** RESPOND TO CITATION?

Step ② Follow instructions based on the box checked on the front.

When APPEAR IN COURT is checked on the front

- ▶ **Your next step:** Go to court on date and at location and time on front. Appearing in court is your **only option**. You can plead guilty or not guilty. ***IMPORTANT: Missing court may result in a warrant for your arrest. Don't let that happen—go to court! The judge will explain next steps.**
- **Helpful Tip:** Put the court date in your calendar, set a reminder, start planning now.
- **Juveniles:** If you were under 18 years old at the time of the offense, you must bring a parent or guardian with you to court.

When RESPOND TO CITATION is checked on the front

Citations can take up to 14 days to show up in the system.
Keep checking to find your citation, and then complete Option A, B, C, or D.

- ▶ **Your next step:** Choose an option below and act by the date listed. ***IMPORTANT: Not acting by the date on the front can result in a "failure to appear" charge, a guilty finding, and an additional fine of up to \$100. Choose one of the options below to avoid these penalties:**
- **Option A: Pay or Ask for a Reduction (Guilty Finding)**
 - Ask for a reduction at MYCITATIONS.COURTS.CA.GOV (takes about 10 minutes).
 - Pay (online, call, in person). If you cannot pay in full now, contact the court (see front for contact information) to request a payment plan or extension.
- Note: Paying may add points to your driving record and affect your insurance.**
- **Option B: Request Traffic School:** To avoid points on your driving record, you can request traffic school. You pay the citation plus an additional traffic school fee and complete traffic school. Contact the court (see front of citation) to check your eligibility.
- **Option C: Dispute the Citation (Plead Not Guilty):** You can dispute the citation in **person** by requesting a court date for a trial (no cost) or **by mail** ("trial by written declaration"), which requires you to pay the fine up front (amount returned if citation is dismissed). Contact court for more details (court info on front of citation).
- **Option D: Correctable ("Fix-It"):** When "Correctable" is checked on front, show an officer, authorized inspection agency, or DMV proof you fixed the issue and they will sign the citation (below). The court will dismiss the violation only after you submit correction proof and pay a transaction fee. For license and registration issues, you can show proof to the DMV. For insurance issues, you must show proof to the court.

CERTIFICATE OF CORRECTION (MUST BE RETURNED TO COURT)

Section(s) Violated	Signature of Person Certifying Correction	Serial No.	Agency	Date

If "booking required" is checked on front, call xxx-xxx-xxxx to schedule this appointment before the court date. You will not be arrested and will attend your court date on your own.

MORE INFORMATION

 For translations and general information about the process, visit XXXXXXXXXXXXXXXXXXXX

To contact the court, see front of citation for court's website and phone number. The court will send notice explaining next steps.

ELECTRONIC TRAFFIC/NONTRAFFIC NOTICE TO APPEAR (Defendant's Copy)

Shaded areas indicate spaces subject to modification for local or agency requirements.

(NAME OF AGENCY AND JURISDICTION)		<input type="checkbox"/> MISDEMEANOR (Citation No.)	
NOTICE TO APPEAR		<input type="checkbox"/> TRAFFIC <input type="checkbox"/> NONTRAFFIC	
Date of Violation 1. / /		Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Day of Week Case No.
Name (First, Middle, Last)/(Company) 2.		<input type="checkbox"/> Owner's Responsibility (VC 40001)	
Address 3.			
City 4.		State/Country	ZIP Code <input type="checkbox"/> Juvenile (Phone No.) ()
Driver Lic. No. 5.		State/Country	Class <input type="checkbox"/> Commercial <input type="checkbox"/> Yes <input type="checkbox"/> No Age Birth Date / /
Sex 6.	Hair	Eyes	Height Weight Race Other Description
E-mail Address 7.		<input type="checkbox"/> COMM. VEH. (VC 15210(b))	
Veh. Lic. No. or VIN 8.		State/Country	Reg. Mo/Yr Exp
Yr. of Veh. 9.	Make	Model	Body Style Color
Evidence of Financial Responsibility 10.		CHP/DOT/PUC/ICC <input type="checkbox"/> HAZ. MAT. (VC 353)	
Registered Owner or Lessee 11.		<input type="checkbox"/> Same as Driver	
Address 12.		City	State/Country ZIP Code <input type="checkbox"/> Same as Driver
Veh. Lic. No. or VIN 13. Veh. 2		State/Country	Reg. Mo/Yr Exp.
Yr. of Veh. 14.		Make	Model Body Style Color Type
15. <input type="checkbox"/> VC 42009 Construction Zone <input type="checkbox"/> VC 42010 Safety Zone <input type="checkbox"/> School Zone			
Correctable Violation (VC 40610) Yes/No Code and Section		<input type="checkbox"/> Booking Required (see below) Description <input type="checkbox"/> Overweight Misdemeanor or Infraction	
16. (Y/N)		lbs	M <input type="checkbox"/> I <input type="checkbox"/>
17. (Y/N)		lbs	<input type="checkbox"/> <input type="checkbox"/>
18. (Y/N)		lbs	<input type="checkbox"/> <input type="checkbox"/>
19. (Y/N)		lbs	<input type="checkbox"/> <input type="checkbox"/>
Speed Approx. 20. >	P.F./Max Spd.	Veh. Lmt.	Safe Radar
Location of Violation(s) 21. at		City/County of Occurrence	
Comments (Weather, Road & Traffic Conditions, Etc.) 22.		<input type="checkbox"/> Accident	
23. <input type="checkbox"/> Violations not committed in my presence, declared on information and belief.			
24. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.			
Citation #		Violation location	Executed at (place)
25. / / Dec. Date		Arresting or Citing Officer	
26. / / Dec. Date		Name of Arresting Officer, if different from Citing Officer	
		Serial No.	Fm To Vac. Dates
		Serial No.	Fm To Vac. Dates
27. WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW. X Signature			
28. WHEN: ON OR BEFORE THIS DATE: / /		Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	
WHAT TO DO: FOLLOW THE INSTRUCTIONS BELOW.		Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	
29. WHERE: [Name of court[s]] [Section[s] or division[s], room no[s].] [Street address[es]] [Phone No.]		PHOTO	
30. <input type="checkbox"/> To be notified <input type="checkbox"/> Contact the clerk to appear at a night court session.		(Citation No.)	
Judicial Council of California Form New 06-26-15 (VC 40500(b), 40513(b), 40522, and 40600; PC 853.9 and 959.1) TR-135		DEFENDANT COPY	

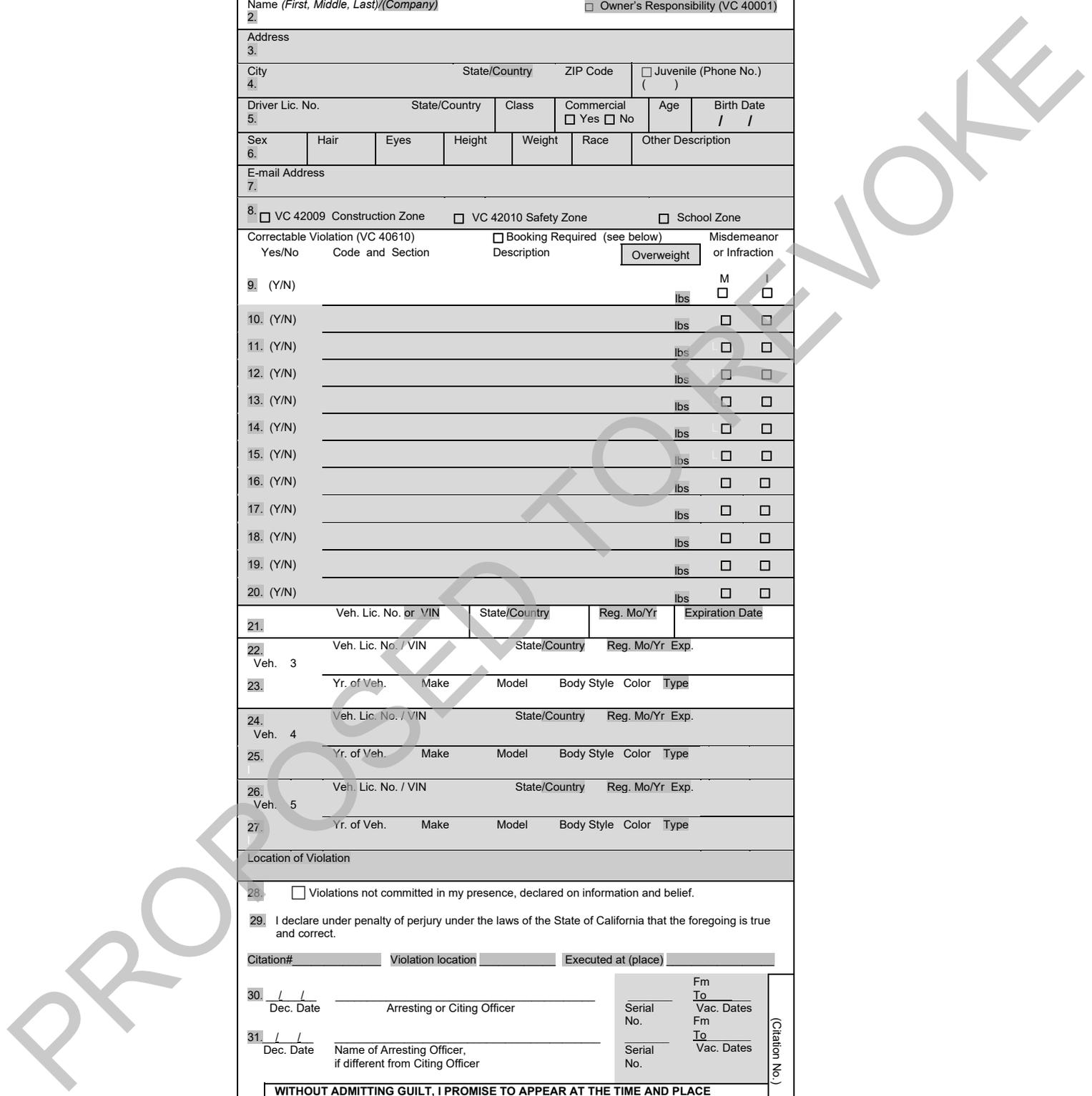
FPO Barcode (USS Code 39)

ELECTRONIC TRAFFIC/NONTRAFFIC NOTICE TO APPEAR

(Continuation of Defendant's Copy)

Shaded areas indicate conditional fields for use when citing multiple vehicles or violations with a continuation page.

(NAME OF AGENCY AND JURISDICTION)		<input type="checkbox"/> MISDEMEANOR		(Citation No.)	
NOTICE TO APPEAR		<input type="checkbox"/> TRAFFIC <input type="checkbox"/> NONTRAFFIC			
Date of Violation		Time		Day of Week	
1. / /		<input type="checkbox"/> AM <input type="checkbox"/> PM			
Name (First, Middle, Last)/(Company)		<input type="checkbox"/> Owner's Responsibility (VC 40001)			
2.					
Address					
3.					
City		State/Country		ZIP Code	
4.				<input type="checkbox"/> Juvenile (Phone No.) ()	
Driver Lic. No.		State/Country		Class	
5.				<input type="checkbox"/> Commercial <input type="checkbox"/> Yes <input type="checkbox"/> No	
Sex		Hair		Eyes	
6.					
Height		Weight		Race	
7.				Other Description	
E-mail Address					
7.					
8. <input type="checkbox"/> VC 42009 Construction Zone <input type="checkbox"/> VC 42010 Safety Zone <input type="checkbox"/> School Zone					
Correctable Violation (VC 40610)		<input type="checkbox"/> Booking Required (see below)		Misdemeanor or Infraction	
Yes/No		Code and Section		Description	
9. (Y/N)				Overweight	
				lbs	
10. (Y/N)				M <input type="checkbox"/>	
				I <input type="checkbox"/>	
11. (Y/N)				lbs	
12. (Y/N)				lbs	
13. (Y/N)				lbs	
14. (Y/N)				lbs	
15. (Y/N)				lbs	
16. (Y/N)				lbs	
17. (Y/N)				lbs	
18. (Y/N)				lbs	
19. (Y/N)				lbs	
20. (Y/N)				lbs	
21.		Veh. Lic. No. or VIN		State/Country	
				Reg. Mo/Yr	
				Expiration Date	
22.		Veh. Lic. No. / VIN		State/Country	
Veh. 3				Reg. Mo/Yr Exp.	
23.		Yr. of Veh.		Make	
				Model	
				Body Style	
				Color	
				Type	
24.		Veh. Lic. No. / VIN		State/Country	
Veh. 4				Reg. Mo/Yr Exp.	
25.		Yr. of Veh.		Make	
				Model	
				Body Style	
				Color	
				Type	
26.		Veh. Lic. No. / VIN		State/Country	
Veh. 5				Reg. Mo/Yr Exp.	
27.		Yr. of Veh.		Make	
				Model	
				Body Style	
				Color	
				Type	
Location of Violation					
28. <input type="checkbox"/> Violations not committed in my presence, declared on information and belief.					
29. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.					
Citation#		Violation location		Executed at (place)	
30. / /					
Dec. Date		Arresting or Citing Officer			
31. / /		Name of Arresting Officer,			
Dec. Date		if different from Citing Officer			
		Serial No.		Fm To Vac. Dates	
		Serial No.		Fm To Vac. Dates	
WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED.					
32. X Signature					
Judicial Council of California Form New 06-26-15 (VC 40500(b), 40513(b), 40522, and 40600; PC 853.9 and 959.1) TR-135		FPO Barcode		(USS Code 39)	



ELECTRONIC TRAFFIC/NONTRAFFIC NOTICE TO APPEAR (Defendant's Instructions)

(Citation No.) _____

LOCAL INFORMATION FOR THE CITATION IS AVAILABLE ONLINE AT
[website address]

IMPORTANT — READ CAREFULLY

WARNING: If you fail to appear in court as you have promised, you may be arrested and punished by 6 MONTHS IN JAIL AND/OR A \$1,000 FINE regardless of the disposition of the original charge. (Veh. Code, § 40508, or Pen. Code, § 853.7.) In addition, any person who fails to appear as provided by law may be deemed to have elected to have a trial by written declaration (in absentia) pursuant to Vehicle Code section 40903(a) upon any alleged infraction, as charged by the arresting/citing officer.

JUVENILE: If you were under age 18 at the time the citation was issued, you must appear in court with your parent or guardian.

COURTESY NOTICE: A courtesy notice may be mailed to the address shown on your citation, indicating the required deposit of money (bail) that may be forfeited instead of your appearing in court. If you do not receive such courtesy notice, you are still required to comply with the items below by the appearance date.

WHAT TO DO

You are required to appear at court for a misdemeanor violation. For all violations, your court date/time/place are provided above in this notice to appear. Have the citation with you when contacting the court. In all infraction cases, you must do one or more of the following for each violation:

- Pay the fine (bail).
- Correct the violation (traffic cases, when applicable).
- Appear in court.
- Request traffic school (traffic cases, when applicable).
- Contest the violation.
- Request trial by written declaration (traffic cases).

If you do not do one of the above actions, then a "failure to appear" charge will be filed against you (Veh. Code, § 40508(a)) and your driver license may be withheld, suspended, or revoked. In some courts you may be charged an amount in addition to the bail amount and the case may be turned over to a collection agency. (Pen. Code, § 1214.1.)

1. If you do NOT contest the violation:

a. (Pay the bail amount) Contact the court for bail information. You will not have to appear in court. You will be convicted of the violation, and it will appear on your record at the Department of Motor Vehicles (DMV). A point count may be charged to your DMV record, and your insurance may be adversely affected.

b. (Traffic school) You may be able to avoid the point count by completing traffic school. You must pay the bail amount as a fee, and you may have to pay other fees. Contact the court to request traffic school.

c. (Correctable violations) If the "Yes" box is checked above, the violation is correctable. Upon correction of the violation, have a law enforcement officer or an authorized inspection/installation station agent sign below. (Veh. Code, § 40616.) Registration and driver license violations may also be certified as corrected at an office of the DMV or by any clerk or deputy clerk of a court. The violation will be dismissed by the court after PROOF OF CORRECTION and payment of a transaction fee are presented to the court by mail or in person by the appearance date. Violations of Vehicle Code section 16028 (automobile liability insurance) will be dismissed **only** upon (1) your **showing or mailing to the court** evidence of financial responsibility valid at the time this notice to appear was issued, and (2) your payment of a transaction fee.

CERTIFICATE OF CORRECTION (MUST BE RETURNED TO COURT)				
Section(s) Violated	Signature of Person Certifying Correction	Serial / ID No.	Agency	Date

2. If you contest the violation (select a or b):

a. (Court trial) Send a certified or registered letter postmarked not later than five days prior to the appearance date or come to the court by the appearance date to request a court trial on a future date when an officer and any witnesses will be present. **You may be required to submit the bail amount. Go online or call the court for information on going to court without paying bail —OR—**

b. (Trial by written declaration (traffic infractions)) Send a certified or registered letter postmarked not later than five days prior to the appearance date or come to the court on or before the appearance date to request a trial by written declaration. **Submit the bail amount.** You will be given forms to allow you to write a statement and to submit other evidence without appearing in court. An officer will also submit a statement. The judicial officer will consider the evidence and decide the case.

3 Make check/money order payable to **Clerk of the Court**. Write your citation number and driver license number on your check or money order. You may pay in person, by mail, or by phone.

4. If "Booking Required" is checked, you must appear for booking on a weekday prior to your court date at _____ between the hours of _____ and _____ and bring the signed verification to your court appearance. Call _____ for more information.

Booking Verification: I declare under penalty of perjury under the laws of the State of California that _____ was booked on _____

Officer _____ Defendant's name _____ Date _____ Serial / ID No. _____

NOTICE TO CORRECT VIOLATION

(Face of Violator's Copy)

(Name of Agency and Jurisdiction)		NOTICE TO CORRECT VIOLATION		(Citation No.)	
1. Date of Violation / /		Time <input type="checkbox"/> AM <input type="checkbox"/> PM		Day of Week S M T W T F S	
2. Name (First, Middle, Last)		<input type="checkbox"/> Owner's Responsibility (Veh. Code, § 40001)			
3. Mailing Address					
4. City		State		ZIP Code	
5. Driver Lic. No.		State	Class	Age	Birth Date / /
				<input type="checkbox"/> Juvenile (Tel. No.) ()	
6. Sex	Hair	Eyes	Height	Weight	Race
					Other Description
7. Veh. Lic. No. or VIN		State		<input type="checkbox"/> COMMERCIAL VEHICLE (Veh. Code, § 15210(b))	
8. Yr. of Veh.	Make	Model	Body Style	Color	<input type="checkbox"/> HAZARDOUS MATERIAL (Veh. Code, § 353)
9. Veh. Lic. No. or VIN		State		CHP/DOT	
10. Yr. of Veh.	Make	Model	Body Style	Color	PUC/ICC
11. Evidence of Financial Responsibility Reason for Stop					
12. Registered Owner or Lessee					<input type="checkbox"/> Same as Driver
13. Address		City		State	ZIP Code
					<input type="checkbox"/> Same as Driver
14. Violation(s)	Code and Section		Description		
15.					
16.					
17.					
18. Location of Violation(s)					City/County
19.					
20. I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct. Executed at California					
21. Citing Officer		ID		Vacation Dates From To	
22. I PROMISE TO CORRECT THE VIOLATION(S) LISTED ABOVE AND PROVIDE PROOF OF CORRECTION TO THE ISSUING AGENCY AS INSTRUCTED BELOW WITHIN 30 DAYS.					
X SIGNATURE					
WHEN: CORRECT VIOLATION(S) IMMEDIATELY. CONTINUED OPERATION WITHOUT CORRECTION MAY RESULT IN ARREST AND PENALTY.					
WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE.					
WHERE: PROVIDE PROOF OF CORRECTION TO THE ISSUING AGENCY'S ADDRESS LISTED ON THE REVERSE.					
FPO Barcode					DEFENDANT COPY
SEE REVERSE					
<small>TR-140, Notice to Correct Violation, Rev. Jan. 1, 2024 Judicial Council of California, www.courts.ca.gov Vehicle Code, §§ 40610(d), 40618</small>					

Shaded areas on the sample form indicate spaces subject to modification for local or agency requirements.

REVERSE OF VIOLATOR'S COPY

INSTRUCTIONS TO DRIVER-OWNER

WHAT TO DO

METHODS FOR OBTAINING CERTIFICATION OF CORRECTION (Veh. Code, § 40616):

This Notice to Correct Violation may be cleared upon correction of the violation by providing satisfactory proof of correction within 30 days of this notice, as specified below, either in person at the issuing agency's office at [address] during normal business hours or by mail postmarked within 30 days of this notice to the issuing agency's address indicated below.

Violations may be certified as corrected on this form (as indicated below) in the following manner:

1. Brake, lamp, smog device, or muffler violations may be certified as corrected by any station licensed to inspect and certify for the specific violation(s).
2. Driver license and registration violations may be certified as corrected at offices of the DMV by an appropriate employee thereof, or by any clerk or deputy clerk of a court.
3. Any violation may be certified as corrected by a law enforcement agency regularly engaged in the enforcement of the California Vehicle Code.

DO NOT STOP AN OFFICER ON ANY FREEWAY, EXPRESSWAY, OR BRIDGE FOR CERTIFICATION OF CORRECTION.

NOTE: INSPECTION STATIONS MUST LIST THEIR ARD LICENSE NUMBER ISSUED BY THE BUREAU OF AUTOMOTIVE REPAIR IN THE SPACE PROVIDED BELOW.

WARNING: Any person willfully violating a written promise to correct or willfully failing to deliver proof of correction is guilty of a misdemeanor (Veh. Code, § 40616), which may lead to arrest, penalty, and additional fees. In addition, the Department of Motor Vehicles (DMV) will WITHHOLD the issuance or renewal of your driver license, and may revoke or suspend your driving privilege for Vehicle Code offenses. YOU MUST RETURN THE COMPLETED CERTIFICATE OF CORRECTION TO THE ISSUING AGENCY.

CERTIFICATE OF CORRECTION (RETURN TO THE ISSUING AGENCY)

Section(s) Violated	Signature of Person Certifying Correction	ID or ARD License No.	Agency or Certified Inspection Station	Date

[Name of Agency]
[Section(s) or division(s), room no(s).]
[Street address]

POSTMASTER: If undeliverable return to Name
and Mailing Address on reverse

FIRST
CLASS
POSTAGE
REQUIRED

Rev. Jan. 1, 2024

Shaded areas on the sample form indicate spaces
subject to modification for local or agency requirements.

REVERSE OF COURT COPY

TO BE EXECUTED IN CASE OF FAILURE TO DELIVER PROOF OF CORRECTION

DEFENDANT HEREIN FAILED TO DELIVER PROOF OF CORRECTION IN VIOLATION OF HIS/HER SIGNED PROMISE, AND IN VIOLATION OF VEHICLE CODE SECTION 40616.

I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

EXECUTED AT _____ CALIFORNIA, ON _____ DATE

BY: _____ TITLE
PRINT OR TYPE NAME

SIGNATURE ID/BADGE NUMBER

ADDRESS:

FOR COURT USE ONLY

(Circle one)

RIGHT or LEFT
THUMB PRINT



Rev. Jan. 1, 2024

Shaded areas on the sample form indicate spaces subject to modification for local or agency requirements.

ELECTRONIC TRAFFIC/NONTRAFFIC NOTICE TO APPEAR (Defendant's Copy)
 Shaded areas indicate spaces subject to violation details or modification for local or agency requirements.

Agency: (Name and Jurisdiction)		Citation: (No.)	
NOTICE TO APPEAR			
Misdemeanor: (Y/N) Traffic: (Y/N) Nontraffic: (Y/N)			
Violation Date: (Day of Week) / / Time: (AM/PM) Case No.:		Owner's Responsibility: (Y/N) (VC 40001)	
Name: (First, Middle, Last)/(Company)			
Address:			
City:	State/Country:	ZIP:	
Juvenile (Phone #): ()	E-mail Address:		
Driver Lic.: (No.)	State/Country:	Class:	Comm. Lic.: (Y/N)
Birth Date: / /	Age:	Juvenile: (Y/N)	
Sex:	Hair:	Eyes:	Ht: Wt: Race: Other Descr.:
Veh. Lic. or VIN: (No.)	State/Country:	Reg.: (Mo/Yr) Exp	
Yr. of Veh.:	Make:	Model:	
Body Style:	Color:		
COMMERCIAL VEH. (VC 15210(b)): (Y/N) HAZ. MAT. (VC 353): (Y/N)			
Evid. of Financial Resp.:		CHP/DOT/PUC/ICC	
Registered Owner or Lessee: (First, Middle, Last/Company)			
Address:			
City:	State/Country:	ZIP:	
Veh. 2: Veh. Lic. or VIN: (No.)	State/Country:	Reg.: (Mo/Yr) Exp	
Yr. of Veh.:	Make:	Model:	Body Style: Color:
Veh. 3: Veh. Lic. or VIN: (No.)	State/Country:	Reg.: (Mo/Yr) Exp	
Yr. of Veh.:	Make:	Model:	Body Style: Color:
Veh. 4: Veh. Lic. or VIN: (No.)	State/Country:	Reg.: (Mo/Yr) Exp	
Yr. of Veh.:	Make:	Model:	Body Style: Color:
Construction-VC 42009 (Y/N) Safety Zone-VC 42010 (Y/N) School Zone (Y/N)			
Correctable		Booking Required: (Y/N) (see reverse)	
Violation (VC 40610)			
(Yes/No)	Code	Section	Description
(Y/N)			Overweight Misd./ Infrac.
			lbs (M/I)
(Y/N)			lbs (M/I)
Speed Approx:		P.F./Max Spd.:	Veh. Lmt.: Safe: Radar: (Y/N)
Location of Violation(s) at: (City/County of Occurrence)			
Conditions: (Weather, Road & Traffic Conditions, Etc.)			
Remarks:			RIGHT / LEFT THUMB / FINGER PRINT
Accident (Y/N)			
WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW. X Signature			
WHEN: ON OR BEFORE THIS DATE: / / Time: (AM/PM)			
WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE.			
WHERE: BEFORE A JUDGE OR CLERK OF THE (Name of court[s]) (Section[s] or division[s], room no[s].) (Street address[es]) (Phone No.)			PHOTO
To be notified (Y/N) Contact the clerk to appear at a night court session: (Y/N)			
<input type="checkbox"/> Violations not committed in my presence, declared on information or belief. I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct. Executed at: (Place) Violation Location:			
(Signature)		/ /	
Arresting or Citing Officer		Declaration Date	
(Name)		/ /	
Arresting Officer, if different from Citing Officer:		Declaration Date	
Serial / ID: Dates Off: / / to / /			
Judicial Council of California Form New 06-26-15 (VC 40500(b), 40513(b), 40522, and 40600; PC 853.9 and 959.1) TR-145 DEFENDANT COPY		FPO Barcode USS Code 39	

PROPOSED TO BE REVOKED

ELECTRONIC TRAFFIC/NONTRAFFIC NOTICE TO APPEAR (Defendant's Instructions)

Shaded areas indicate spaces subject to modification for local or agency requirements.

LOCAL INFORMATION FOR THE CITATION IS AVAILABLE ONLINE AT [website address]

IMPORTANT — READ CAREFULLY

WARNING: If you fail to appear in court as you have promised, you may be arrested and punished by 6 MONTHS IN JAIL AND/OR A \$1,000 FINE regardless of the disposition of the original charge. (Veh. Code, § 40508 or Pen. Code, § 853.7.) In addition, any person who fails to appear as provided by law may be deemed to have elected to have a trial by written declaration (in absentia) pursuant to Vehicle Code section 40903(a) upon any alleged infraction, as charged by the arresting/citing officer.

JUVENILE: If you were under age 18 at the time the citation was issued, you must appear in court with your parent or guardian.

COURTESY NOTICE: A courtesy notice may be mailed to the address shown on your citation, indicating the required deposit of money (bail) that may be forfeited instead of your appearing in court. If you do not receive such courtesy notice, you are still required to comply with the items below by the appearance date.

WHAT TO DO

You are required to appear at court for a misdemeanor violation. For all violations, your court date/time/place are provided above in this notice to appear. Have the citation with you when contacting the court. In all infraction cases, you must do one or more of the following for each violation:

- Pay the fine (bail).
- Correct the violation (traffic cases, when applicable).
- Appear in court.
- Request traffic school (traffic cases, when applicable).
- Contest the violation.
- Request trial by written declaration (traffic cases).

If you do not do one of the above actions, then a "failure to appear" charge will be filed against you (Veh. Code, § 40508(a)) and your driver license may be withheld, suspended, or revoked. In some courts you may be charged an amount in addition to the bail amount and the case may be turned over to a collection agency. (Pen. Code, § 1214.1.)

1. If you do NOT contest the violation:

a. (Pay the bail amount) Contact the court for bail information. You will not have to appear in court. You will be convicted of the violation, and it will appear on your record at the Department of Motor Vehicles (DMV). A point count may be charged to your DMV record and your insurance may be adversely affected.

b. (Traffic school) You may be able to avoid the point count by completing traffic school. You must pay the bail amount as a fee, and you may have to pay other fees. Contact the court to request traffic school.

c. (Correctable violations) If the "Yes" box is checked above, the violation is correctable. Upon correction of the violation, have a law enforcement officer or an authorized inspection/installation station agent sign below. (Veh. Code, § 40616.) Registration and driver license violations may also be certified as corrected at an office of the DMV or by any clerk or deputy clerk of a court. The violation will be dismissed by the court after PROOF OF CORRECTION and payment of a transaction fee are presented to the court by mail or in person by the appearance date. Violations of Vehicle Code section 16028 (automobile liability insurance) will be dismissed **only** upon (1) your **showing or mailing to the court** evidence of financial responsibility valid at the time this notice to appear was issued, and (2) your payment of a transaction fee.

CERTIFICATE OF CORRECTION (MUST BE RETURNED TO COURT)				
Section Violated	Signature Certifying Correction	Serial/ ID No.	Agency	Date

2. If you contest the violation (select a or b):

a. (Court trial) Send a certified or registered letter postmarked not later than five days prior to the appearance date or come to the court by the appearance date to request a court trial on a future date when an officer and any witnesses will be present. **You may be required to submit the bail amount. Go online or call the court for information on going to court without paying bail.—OR—**

b. (Trial by written declaration (traffic infractions)) Send a certified or registered letter postmarked not later than five days prior to the appearance date or come to the court on or before the appearance date to request a trial by written declaration. **Submit the bail amount.** You will be given forms to allow you to write a statement and to submit other evidence without appearing in court. An officer will also submit a statement. The judicial officer will consider the evidence and decide the case.

3 Make check/money order payable to **Clerk of the Court**. Write your citation number and driver license number on your check or money order. You may pay in person, by mail, or by phone.

4. If "Booking Required" is checked you must appear for booking on a weekday prior to your court date at _____ between the hours of _____ and _____ and bring the signed verification to your court appearance.

Call _____ for more information.

Booking Verification: I declare under penalty of perjury under the laws of the State of

California that _____ (Defendant's Name)

was booked on _____ (Date)

Officer: _____

Serial / ID No.: _____

(L/R) THUMB/
FINGER PRINT

**NOTICE TO APPEAR AND RELATED FORMS
(Form TR-INST)**

Revised Effective ~~June 26, 2015~~ January 1, 2024



JUDICIAL COUNCIL of CALIFORNIA

455 Golden Gate Avenue
San Francisco, California 94102-3688

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Chapter 1 PURPOSE OF FORMS

1.000. Definitions

For the purposes of these instructions the following words are synonymous: (a) Notice to Appear, citation; (b) violation, offense, allegation, charges; (c) defendant, violator, person, individual, citee, driver; (d) court, court of jurisdiction; (e) officer, arresting officer, citing officer, issuing officer.

1.010. In General

Notice to Appear forms are designed to meet statutory requirements and, to the extent possible, address the procedural requirements of local courts and law enforcement agencies. Notices to Appear should provide the defendant with pertinent information regarding the charges and what steps the defendant must take to answer the allegations.

The uniform language and data fields assist law enforcement and the courts in the timely and accurate processing of the citation information. The design also ensures statewide conformity of advisements important to the defendant and that those advisements are clear and explicit.

1.020. Notice to Appear

- (a) Whenever a person is arrested for any violation declared to be an infraction or misdemeanor, or for a violation of any city or county ordinance, and the person is not immediately taken before a magistrate, the arresting officer must prepare a Notice to Appear form.¹
- (b) When the Notice to Appear is prepared on a form approved by the Judicial Council it constitutes a complaint to which the defendant may enter a plea.²

1.030. Continuation Form

- (a) The *Continuation of Notice to Appear* or *Continuation of Citation* form must be used when multiple offenses are charged and the Notice to Appear form does not provide sufficient space for the listing of all the charges. A *Continuation of Citation* is a multipurpose form intended for use with either a Notice to Appear form or a Notice to Correct Violation form.
- (b) A second Notice to Appear must not be issued in lieu of a continuation form.
- (c) The Notice to Appear and the corresponding continuation form must be treated as one law enforcement document and contain the same citation number.

¹~~Per Veh. Code, § 40500(a); and Pen. Code, § 853.6.~~

²~~Per Veh. Code *Id.*, § 40513(b); and Pen. Code, § 853.9.~~

d) ~~Form TR-135, *Electronic Traffic/Nontraffic Notice to Appear* (4-inch format), may, when necessary, include a short-version continuation page to allow for citing multiple offenses or offenses that involve multiple vehicles.~~

1.040. *Electronic Notice to Appear*

(a) ~~The An electronic Notice to Appear issued on either form TR-135, *Electronic Traffic/Nontraffic Notice to Appear* (4-inch format) or form TR-145, *Electronic Traffic/Nontraffic Notice to Appear* (3-inch format) form TR-130, *Traffic/Nontraffic Notice to Appear*, eliminates those citation-processing problems caused by the illegibility of handwritten information. The use of an electronic Notice to Appear also reduces the amount of information that must be entered into law enforcement and court computer systems.~~

(b) A court is authorized to receive and file a Notice to Appear in an electronic form if all of the following conditions are met:³

(1) The information is on a form approved by the Judicial Council.

(2) The Notice to Appear is transmitted to the court by a law enforcement agency.

(3) The court has the facility to electronically store the information for the statutory period of record retention.

(4) The court has the ability to reproduce the Notice to Appear in physical form upon the demand and payment of the reproduction costs.

(c) ~~Requirements for citations issued by an electronic citation device on form TR-135 or form TR-145 that differ from those for preprinted citations are specified below where necessary. Any Notice to Appear prepared electronically must include all mandatory data fields and notices to the defendant that are on the form TR-130. The formatting and spacing may vary depending on the software used to prepare the citation.~~

1.041. *Notice to Correct Violation*

Unless certain disqualifying conditions exist, a law enforcement officer who chooses to take action on certain registration, license, or equipment violations of the Vehicle Code must issue a Notice to Appear that specifies that the offense is correctable or a Notice to Correct Violation. (Veh. Code, §§ 40610, 40522, 40303.5.) If an agency does not receive proof of correction on a Notice to Correct, the agency can deliver to the court the signed promise with a certification that no proof of correction was received. (Id., § 40618.) The Judicial Council adopted form TR-140, *Notice to Correct Violation*, in 2000. (See Appendix G.)

³ ~~Per~~ Pen. Code, § 959.1.

1.050. Notice of Correction and Proof of Service

Form TR-100, *Notice of Correction and Proof of Service*, must be used for any corrections to the original Notice to Appear citation.⁴ (See Appendix A.)

Chapter 2 AUTHORITY TO PRESCRIBE FORMAT

2.010. Judicial Council

(a) The Judicial Council has ~~adopted five~~ three forms for the Notice to Appear:

(1) Form TR-115, *Automated Traffic Enforcement System Notice to Appear*,⁵ to be used in conjunction with violations of sections 22451, 21453, and 22101 recorded by an automated traffic enforcement system. (See Appendix D.)

(2) Form TR-120, *Nontraffic Notice to Appear*,⁶ to be used for violations other than traffic offenses. (See Appendix E.)

(3) Form TR-130, *Traffic/Nontraffic Notice to Appear*,⁷ to be used for both infraction and misdemeanor offenses. If form TR-130 is prepared and submitted electronically, a computer-generated paper citation is issued to the defendant at the time of arrest and a copy is filed with the court either electronically when permitted or as a paper copy. (See Appendix F.)

~~4) Forms TR-135 and TR-145⁸ to be used for both infraction and misdemeanor offenses. (See Appendix G and Appendix H.) A computer-generated paper citation is issued to the defendant at the time of arrest and a copy is filed with the court either electronically when permitted or as a paper copy.~~

(b) Form TR-106, *Continuation of Notice to Appear*, and form TR-108, *Continuation of Citation*, are intended for use in conjunction with *Nontraffic* and *Traffic/Nontraffic Notice to Appear* forms. (See Appendix B and Appendix C.)

(c) The Judicial Council has not adopted a form for, nor established guidelines governing, the following: (1) parking citations, (2) arrest/bookings reports, and (3) court bail courtesy notices.

⁴ ~~Per~~ Veh. Code, § 40505.

⁵ ~~Per Veh. Code~~ *Id.*, § 40518.

⁶ ~~Per~~ Pen. Code, § 853.9.

⁷ ~~Per~~ Veh. Code, §§ 40500(b), 40513(b), 40522; ~~and~~ Pen. Code, § 853.9.

Chapter 3 REVISION DATES

3.010. Judicial Council

(a) Periodically, the Judicial Council will ~~adopt revisions of~~ revise Notice to Appear forms. **Law enforcement must use the revised Notice to Appear form by the effective date of the revised form adopted by the Judicial Council.** (See section 6.030 for exception.)

Depending on changes in statutory requirements, effective dates are established to allow law enforcement as much time as possible to deplete any existing supplies of the old form, print and disseminate new forms, and, if necessary, develop new procedures and train personnel regarding the revisions.

(b) The council ~~adopted forms TR-135 and TR-145~~ revised forms TR-130 and TR-140, effective January 1, 2024, and ~~revised forms TR-115 and TR-120, and TR-130~~, effective June 26, 2015, with implementation as soon as reasonably possible, but no later than November 15, 2015. ~~The council adopted f~~ Forms TR-100, TR-106, and TR-108 ~~with~~ have an effective date of January 1, 2004.

Chapter 4 FORM SPECIFICATIONS

4.010. Required Copies

The arresting officer must prepare the Notice to Appear form, at a minimum, in triplicate with a copy delivered to the court and the issuing agency for Vehicle Code violations⁸ and in duplicate for all other violations.⁹ The copy of the citation issued to the arrested person must include all of the information on the copy of the citation filed with the court, including any signature for the defendant's promise to appear or respond.¹⁰ Before printing or programming Notice to Appear forms, law enforcement agencies should contact their local court to determine if there are any local requirements for the court's case management system.

4.020. Size and Color

The size and color of Notice to Appear copies for printed forms TR-106, TR-108, TR-120, and TR-130, and TR-140 should conform with the requirements of the courts in which they are filed. Printed copies of forms completed electronically should comply as closely as possible with these specifications, but may vary depending on the technological capabilities. The Judicial Council recommends the following minimum size and other form specifications:

⁸~~Per~~ Veh. Code, §§ 40500(a), and 40506.

⁹~~Per~~ Pen. Code, § 853.6.

¹⁰~~Per~~ Veh. Code, § 40505.

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- (a) A “trim” size of 4 1/4 inches wide and 7 1/2 inches long; 5/8-inch tabs on the top or bottom of the form.
 - (b) Original (Court’s copy) white, 15-pound paper stock. Print head-to-head.
 - (c) Duplicate (Police agency’s copy) pink, 15-pound paper stock. No printing on reverse.
 - (d) Triplicate (Officer’s copy) green, 15-pound paper stock. Print reverse head-to-head.
 - (e) Quadruplicate (Defendant’s copy) yellow, 20-pound paper stock. Print reverse head-to-head.
 - (f) The colors of the “Court’s copy” and “Police agency’s copy” correspond with rule 1:3-1 of the “Model Rules Governing Procedure in Traffic Cases” adopted by the National Conference of Commissioners on Uniform State Laws.

~~Form TR-135 has a “trim” size of 4 inches wide, and form TR-145 has a “trim” size of 3 inches wide.~~

4.030. Paper Stock

Paper stock for hand-written citations must be pressure sensitive and have a shelf life of at least five years. The citation text must be reproducible on photocopy equipment.

4.040. Serial Numbers

- (a) The serial numbers of the form sets must be sequential. There must be no “duplication” of numbers between form sets.
- (b) The format of the serial numbers is at the discretion of local law enforcement with the approval of the court.

4.050. Printing Format

- (a) A vertical format is required, except for the Proof of Service on form TR-100, which is printed horizontally to facilitate mailing.
- (b) All text on the forms must be printed in black ink, except the warning at the top of the TR-130, which should be printed in white ink. All text on citation forms TR-115; and TR-120; TR-130, TR-135, and TR-145 must have a minimum font size of 6.0. All text on the TR-130 must have a minimum font size of 5.0. Serial numbers may be printed in red ink. The box for the defendant’s signature and the box for the warning may be printed in red ink. The TR-130 may include gray shading around the appearance and response information, the citation details section, and each section on the back of the citation to improve readability.

4.060. Printing Expenses

The printing of the forms and the associated costs are not the responsibility of the Judicial Council; printing is to be arranged in accordance with local custom.

Chapter 5 VARIATIONS OF MANDATORY LANGUAGE/DATA FIELDS

5.000. In General

Mandatory language and data fields are indicated on examples of Judicial Council-adopted forms by unshaded areas; see section 5.010 for exceptions. On form TR-130, yellow shading indicates fields that can be customized.

5.010. Permitted Variations

- (a) To meet the unique customs and/or needs of local law enforcement agencies and courts, the Judicial Council form permits limited variations in the “time,” “place,” and “proof of correction certification” specified data fields, among others. To indicate that variations may be permitted, these data fields are identified by shaded areas. On form TR-130, this shading is yellow. Shading should not appear on printed forms.
- (b) The California Highway Patrol is permitted to alter the format and location of the fields for the name of the court, court address, and phone number and to add a field for the location of a CHP Inspection Facility on the face of a form TR-130, *Traffic/Nontraffic Notice to Appear* for their form CHP-215X.
- (c) Formatting for the bracketed information that is required in the “Where” field on notice to appear forms may be modified to include information for multiple court locations. On form TR-130, formatting for the information in the yellow box containing the court addresses may be modified as necessary to include the desired number of court locations.

Chapter 6 MANDATORY LANGUAGE/DATA FIELDS

6.000. In General

The mandatory language and data fields vary between the various Notice to Appear forms depending on the purpose of the form. All language and data fields in unshaded (or nonyellow, for form TR-130) areas on the forms are mandatory, even if not discussed below. Mandatory text or data fields of the forms may not be reworded or omitted, except for references to statutory authorities, which may be abbreviated differently. Electronic Notice to Appear citations issued on forms TR-135 and TR-145 Citations prepared electronically may abbreviate terms to facilitate printing of forms.

Law enforcement agencies should be aware that if a written Notice to Appear is not prepared on an approved council form, a court may conclude that it does not constitute a complaint to which a defendant may enter a plea. (Veh. Code, § 40513(b).) If a defendant pleads other than “guilty” or “nolo contendere” and the court concludes that the Notice to Appear is defective, it could be necessary to refile the charges by a formal complaint. (Veh. Code, § 40513(a).)

6.010. Agency Name

The name of the citing agency and jurisdiction must appear near the top of the form.

6.020. Title of Form

The title of the form must be printed near the top of the form, or in the bottom corner, for form TR-130.

6.030. Serial Number

- (a) A sequential serial number for each multipart set of Notice to Appear forms must appear horizontally near the top right corner of each form.
- (b) To facilitate the filing systems of some courts, statewide law enforcement agencies must also print the serial number in the lower right margin of the court’s copy. Statewide law enforcement agencies must comply with this requirement as specified in section 3.010. Local law enforcement agencies must comply with the requirement for the duplication of the serial number in the right margin within one calendar year of a request from a local court.
- (c) The serial number may be preprinted on the Notice to Appear.
- (d) The serial number on continuation form TR-106 or TR-108 must be the same as that on the corresponding Notice to Appear; the duplication of the serial number in the right margin is not required.
- (e) Bar coding of the serial number permits those courts with bar code readers to improve the timeliness and accuracy of processing Notice to Appear forms. Within the following parameters, the bar coding of the serial number must be placed on the face of the court’s copy of the Notice to Appear form:
 - (1) The bar code must appear as near as practical to the bottom of the form and is the USS Code 39 barcode data format.
 - (2) The bar code should have a 1/4-inch area (quiet zone) that is clear and free of all printing preceding the start character and the following stop character.
 - (3) Statewide law enforcement agencies must comply with the bar code requirement as specified in section 3.010.

-
- (4) Local law enforcement agencies must comply with the bar code requirement within one calendar year of a request from a local court.

6.040. Misdemeanor Check Box

To facilitate processing, the citing officer must check “Respond to Citation before” on form TR-130 or the misdemeanor box at the top of the other Notices to Appear if one of the offenses charged is a misdemeanor. The misdemeanor check box does not appear on the *Automated Traffic Enforcement System* notice, form, TR-115.

6.050. Date and Time

- (a) The date and time of the issuance of the Notice to Appear must be indicated near the top of the form.
- (b) The “Date of Violation” data field must be Mo./Day/Yr.
- (c) A check box “A.M./P.M.” format is provided as an optional field to indicate the time. Indicating the time in the form of “A.M./P.M.” is more easily understood by most defendants than the use of the 24-hour clock (military time).

6.060. Defendant’s Name

- (a) The defendant’s name is required on the Notice to Appear.¹¹
- (b) The sequence of the defendant’s name must be First/Middle/Last. This sequence corresponds with the California Driver License/Identification Card.

6.070. Defendant’s Address

- (a) The defendant’s current address must be indicated on the Notice to Appear.¹²
- (b) The address must be the defendant’s mailing address. The mailing address allows the court to mail a courtesy notice and/or other correspondence to the defendant.
- (c) A street address may also be indicated in addition to the mailing address.

6.071. Defendant’s Class and Category of Driver’s License

- (a) The defendant’s class of driver’s license may be specified on the Notice to Appear.

¹¹Per Veh. Code, §§ 40500(a), 40518(b); and Pen. Code, § 853.6.

¹²Per Veh. Code, §§ 40500(a), 40518(b); and Pen. Code, § 853.6.

-
- (b) Notice to Appear forms TR-115 ~~and~~, TR-130, ~~TR-135~~, and TR-145 must specify whether the defendant's driver's license is a commercial driver's license.

6.080. Defendant's Age and Birth Date

- (a) The defendant's ~~age and~~ birth date is required on the Notice to Appear. The sequence of the birth date must be: Mo./Day/Yr.
- (b) The birth date data field is designed to accept a numerical entry.

6.090. Defendant's Physical Description

- (a) The defendant's sex, hair, color of eyes, height, and weight are required on the Notice to Appear. See section 7.020 for the policy regarding the defendant's race/ethnicity.
- (b) Data fields for the recording of the defendant's physical description are designed to accept the standard abbreviations of physical descriptors.

6.091. Defendant's Race/Ethnicity

- (a) A specific data field for the defendant's "Race" or "Ethnicity" must be added to the Notice to Appear form. The data field should be located on the same line as other physical descriptors.
- (b) If the defendant's "Race" or "Ethnicity" is to be indicated, the Judicial Council recommends the use of a single alpha character. Reference: California Department of Justice's *Arrest and Disposition Instruction Manual*.

6.100. Commercial Vehicle

If the vehicle involved in an offense when a notice to appear is issued is a commercial vehicle,¹³ the citing officer must mark the check box within the data field, "**COMMERCIAL VEHICLE** (Veh. Code, § 15210(b))."

6.110. Hazardous Material

If the vehicle involved in an offense when a notice to appear is issued was transporting hazardous material, the citing officer must mark the check box within the data field, "**HAZARDOUS MATERIAL** (Veh. Code, § 353)."

¹³ *Commercial vehicle* is defined in Vehicle Code, § section 15210(b). The requirement to indicate if offense involves a motor vehicle is per Vehicle Code, § section 40300.2.

6.120 Vehicle Description

The year, make, model, body style, and color of the vehicle operated by the defendant at the time of the offense must be indicated on the Notice to Appear.¹⁴

6.130. ~~Financial Responsibility Reason for Stop~~

~~The officer must write the driver's evidence of financial responsibility on the Notice to Appear.¹⁵ A person issued a Notice to Appear for a violation of this section may submit to the clerk of the court, in person or by mail, written evidence that the driver was in compliance with this section at the time of the citation. reason for stop on Notices used for traffic stops (forms TR-130 and TR-140).¹⁵~~

6.140. Name of Registered Owner/Lessee

- (a) The Notice to Appear must contain the name of the registered owner or lessee.¹⁶
- (b) The name must be indicated on the Notice to Appear in the sequence First/Middle/Last, unless a company is listed as the registered owner of the vehicle or vehicles.

6.150. Address of the Registered Owner/Lessee

- (a) The address of the registered Owner/Lessee must be indicated on the Notice to Appear.¹⁷
- (b) The address must be the registered owner's mailing address.

6.160. Correctable Violation Advisement and Check Boxes

- (a) Whenever a person is arrested for violations specified in Vehicle Code section 40303.5 and none of the disqualifying conditions set forth in Vehicle Code section 40610(b) exist, and the officer issues a Notice to Appear, the notice must specify the offense charged and note in a form approved by the Judicial Council that the charge will be dismissed upon proof of correction.¹⁸
- (b) For offenses identified in Vehicle Code section 40303.5 the citing officer must indicate by marking the appropriate "Yes" or "No" check box whether or not the offense is eligible for dismissal upon proof of timely correction. Marking the "No" box denotes that disqualifying conditions specified in Vehicle Code section 40610(b) exist.

¹⁴~~Per Veh. Code, § 40500(a).~~

¹⁵~~Per Veh. Code, § 16028 Per Veh. Code, § 1656.3~~

¹⁶~~Per Veh. Code *Id.*, § 40500(a).~~

¹⁷~~Per Veh. Code *Ibid.*, § 40500(a).~~

¹⁸~~Per Veh. Code *Id.*, § 40522.~~

(c) The correctable violation advisement and the check boxes do not appear on the *Automated Traffic Enforcement System* notice form, TR-115.

6.170. Booking Required

The officer may either book the arrested person prior to release; or indicate on the Notice to Appear that the arrested person must be booked before appearing in court.¹⁹ If the “Booking Required” check box is checked on form TR-120 ~~or~~; TR-130, ~~TR-135, or TR-145~~ the arresting agency must complete the verification of booking section on the defendant’s copy of the form. The “booking required” check box does not appear on the *Automated Traffic Enforcement System* notice, form; TR-115.

6.180. Violations

The Notice to Appear must state the offenses charged.²⁰ ~~Forms TR-135 and TR-145 may include special data fields to cite construction zone violations (Veh. Code, § 42009), Safety Enhancement Double Fine Zone violations (Veh. Code, § 42010), and overweight violations (Veh. Code, §§ 42030 and 42030.1).~~

6.190. Speed

A Notice to Appear charging a speeding violation must specify the approximate speed, prima facie or maximum speed, and any other speed limit exceeded.²¹

- (a) The “safe speed” box is provided so that the officer can indicate a speed different from the maximum or prima facie (posted) speed when the Notice to Appear is prepared charging a violation of the basic speed law (Veh. Code, § 22350). Conditions affecting the safe speed limit should be noted on the Notice to Appear (e.g., fog, rain, etc.).
- (b) When a speed violation is charged, both the approximate speed and the prima facie speed applicable to the street or highway should be indicated.
- (c) Entry of the maximum speed limit pertaining to the particular type of vehicle, or combination of vehicles, is only required if the defendant is cited for exceeding the speed limit for that vehicle.

6.200. Location of Violation

The Notice to Appear must state the location of where the offenses charged occurred.

¹⁹~~Per~~ Pen. Code, § 853.6.

²⁰~~Per~~ Veh. Code, § 40500(a); ~~and~~ Pen. Code, § 853.6.

²¹~~Per~~ Veh. Code, § 40503.

6.210. Officer's Declaration on Information and Belief

The officer must indicate on the Notice to Appear (check box) when the offense was not committed in his/her presence and that his/her declaration is on information and belief. A citizen's complaint and a collision investigation are examples of a situation that may result in the officer checking the box. The declaration is separate and distinct from the officer's declaration under penalty of perjury discussed in section 6.220.

6.220. Officer's Declaration Under Penalty of Perjury

The Notice to Appear must contain the officer's dated declaration, under penalty of perjury, subscribed by the officer, that the information regarding the violations is true and correct.²² The date of the declaration must appear in the declaration date field when completed by either an arresting or a citing officer.

6.230. Other Officer

The name of the arresting officer, if different from the name of the officer completing the Notice to Appear, must be stated on the Notice to Appear. This policy was adopted to address situations in which there are teams of officers working radar enforcement or aerial patrol. This option is not available on the *Automated Traffic Enforcement System Notice to Appear*. (See section 6.231.)

6.231. Declarant-Automated Traffic Enforcement System Citations

The name of the government agency or law enforcement representative making the declaration, "Violation was not committed in my presence. The above is declared on information and belief and is based on photographic evidence," must be stated on the *Automated Traffic Enforcement System Notice to Appear*.

6.240. Defendant's Signature

To secure release from arrest, the defendant must give his/her written promise to appear.²³ The defendant's signature on the defendant's copy of the citation must be identical to the signature on the copy of the citation filed with the court. The requirement for a signed promise to appear does not apply to citations issued for violations recorded by an *Automated Traffic Enforcement System Notice to Appear*.

The defendant has the option to provide the defendant's cell phone information when they sign the citation. This information may be used by the court to send reminders about mandatory appearances and deadlines.²⁴

²²Per Code Civ. Proc., § 2015.5.

²³Per Veh. Code, § 40504; and Pen. Code, § 853.6.

²⁴Cal. Rules of Court, rule 4.107

6.250. Time to Appear or Deadline to Respond

- (a) The time specified in a Notice to Appear issued for a traffic offense must be a specific date which is at least 21 days after arrest; the court having jurisdiction over the offense charged may authorize the arresting officer to specify on the Notice to Appear that the appearance may be made before the time specified.²⁵
- (b) When a Notice to Appear has been issued for a violation recorded by an automated traffic enforcement system, it must be mailed within 15 days of the violation date to the current address of the registered owner of the vehicle on file with the Department of Motor Vehicles, with a certificate of mailing obtained as evidence of service.²⁶ The time to appear must be at least ten days after the Notice to Appear is delivered.²⁷
- (c) The time to appear placed on Notice to Appear for a nontraffic offense must be at least 10 days after the date of arrest for a nontraffic violation. (Pen. Code, § 853.6.)
- (d) In the case of juveniles, the court having jurisdiction over the offense charged may require the arresting officer to indicate on the Notice to Appear “to be notified” rather than a specific date.²⁸

6.260. Place to Appear

The place specified on the Notice to Appear must be one of the following:

- (a) Before a magistrate or judge.²⁹
- (b) Before a person authorized to receive a deposit of bail.³⁰
- (c) Before the juvenile court, juvenile court referee, or juvenile hearing officer.³¹

6.270. Night Court

If the court identified in the Notice to Appear holds night sessions, the notice must include a statement advising the defendant.³²

²⁵~~Per~~ Veh. Code, § 40501(a).

²⁶~~Per Veh. Code~~ *Id.*, § 40518(a).

²⁷~~Per Veh. Code~~ *Id.*, § 40518(b).

²⁸~~Per Veh. Code~~ *Id.*, § 40501(b).

²⁹~~Per Veh. Code~~ *Id.*, § 40502(a)–(b); ~~and~~ Pen. Code, § 853.6.

³⁰~~Per~~ Veh. Code, § 40502(c); ~~and~~ Pen. Code, § 853.6.

³¹~~Per~~ Veh. Code, § 40502(d).

³²~~Per Veh. Code~~ *Ibid.*, § 40502(d).

6.280. Legend

The lower left corner of the Notice to Appear forms must denote that the form is a Judicial Council form and specify the council's form number.

Chapter 7 DISCRETIONARY LANGUAGE/DATA FIELDS

7.000. In General

The discretionary (shaded or yellow) areas on the forms (see Appendix) depict language and data fields that are frequently included at the option of the court or law enforcement agency (with the consent of the court in which the Notice to Appear is to be filed).

Because of limited space, not all of the discretionary language and data fields used throughout the state can be shown on the sample forms. The following are narrative descriptions of several discretionary data fields.

7.010. Bail Statement

If the offense is bailable, the magistrate must fix the amount of bail and endorse the following statement on the warrant for arrest.³³

BAIL:

The defendant is to be admitted to bail in the sum of _____ dollars.

Judge

Note: The mandatory requirement that the above statement appear on the reverse of the court's copy disrupts the processing of Notice to Appear forms in those automated courts² that use the space for cash register validations, automated traffic system notations, and notes of court proceedings. These courts use a separate form when issuing a warrant for arrest. For those reasons, the warrant for arrest statement is now discretionary.

~~7.020. Defendant's Race/Ethnicity~~

- ~~a) A specific data field for the defendant's "Race" or "Ethnicity" may be added to the Notice to Appear form. The data field should be located on the same line as other physical descriptors.~~
- ~~b) The defendant's "Race" or "Ethnicity" may be indicated in the "Other Description" data field.~~

³³~~Per~~ Pen. Code, § 815(a).

e) ~~If the defendant's "Race" or "Ethnicity" is to be indicated, the Judicial Council recommends the use of a single alpha character. Reference: California Department of Justice's Arrest and Disposition Instruction Manual.~~

7.030. Defendant's Thumbprint

- (a) The defendant's thumbprint may be placed on the Notice to Appear in situations in which there is a question in the citing officer's mind as to the true identity of the defendant. The court will then have the option of comparing thumbprints in those cases where the defendant alleges that another person has committed the cited offense.³⁴
- (b) The Judicial Council recommends that the thumbprint on form TR-120 or TR-130 be placed in a one-inch square area located on the reverse of the court's copy in the lower left corner. For electronic citations ~~on forms TR-135 or TR-145~~, a digitized thumbprint or fingerprint may be printed on the defendant's paper copy of the citation and filed with the court as part of the notice to appear. If the defendant's thumbprint or fingerprint is captured electronically as a digital image, but not included as part of the notice to appear, the digital image may be retained by the arresting agency for use as provided in Penal Code sections 853.5 and 853.6 and Vehicle Code sections 40500 and 40504 and any other purposes permitted by law.
- (c) The thumbprint item does not appear on the *Automated Traffic Enforcement System Notice to Appear*.

Chapter 8 PROHIBITED LANGUAGE/DATA FIELDS

8.010. Defendant's Social Security Number

The defendant's social security number must not be indicated on the Notice to Appear, unless the social security number is also the driver license number and/or the defendant holds a commercial driver license.

To protect an individual's civil rights, federal statutes allow a very restricted compulsory use of a person's social security number for the purpose of establishing identity.³⁵

Federal statutes do permit an agency having administrative responsibility for driver license and motor vehicle registration laws to use a person's social security number to establish that person's identity as it relates to the laws within the agency's jurisdiction.³⁶

³⁴~~Per~~ Veh. Code, § 40500(a); ~~and~~ Pen. Code, § 853.6.

³⁵~~Per~~ Pub. Lic. Law No. 93-579, § 7.

³⁶~~Per~~ 42 U.S.C. § 405-(c)(2)(~~e~~)(C)(i)-(iv).

The California Department of Motor Vehicles requires an individual to disclose his or her social security number in order to obtain a driver license or identification card.³⁷ A number of other states use the individual's social security number as the driver license number.

³⁷Per Veh. Code, §§ 1653.5, and 12801.

TRAFFIC/NONTRAFFIC NOTICE TO APPEAR (Face of Court's Copy)

(NAME OF AGENCY AND JURISDICTION)															
NOTICE TO APPEAR										<input type="checkbox"/> MISDEMEANOR <input type="checkbox"/> Traffic <input type="checkbox"/> Nontraffic		(Citation No.)			
Date of Violation 1. / /			Time			<input type="checkbox"/> AM <input type="checkbox"/> PM		Day of Week S M T W T F S			Case No.				
Name (First, Middle, Last) 2.												<input type="checkbox"/> Owner's Responsibility (Veh. Code, § 40001)			
Address 3.															
City 4.				State/Country				ZIP Code		E-mail Address					
Driver Lic. No. 5.				State		Class		Commercial <input type="checkbox"/> Yes <input type="checkbox"/> No		Age		Birth Date / /			
Sex 6.		Hair		Eyes		Height		Weight		Race		<input type="checkbox"/> Juvenile (Phone No.) ()			
Veh. Lic. No. or VIN 7.				State		Reg. MO/YR		<input type="checkbox"/> COMMERCIAL VEHICLE (Veh. Code, § 15210(b))							
Yr. of Veh. 8.		Make		Model		Body Style		Color		<input type="checkbox"/> HAZARDOUS MATERIAL (Veh. Code, § 353)					
Evidence of Financial Responsibility 9.						CHP/DOT/PUC/ICC									
Registered Owner or Lessee 10.												<input type="checkbox"/> Same as Driver			
Address 11.														<input type="checkbox"/> Same as Driver	
City 12.				State				ZIP Code							
Correctable Violation (Veh. Code, § 40610)												<input type="checkbox"/> Booking Required (see reverse)		Misdemeanor or Infraction (Circle)	
Yes		No		Code and Section		Description									
13. <input type="checkbox"/>		<input type="checkbox"/>								M		I			
14. <input type="checkbox"/>		<input type="checkbox"/>								M		I			
15. <input type="checkbox"/>		<input type="checkbox"/>								M		I			
16. <input type="checkbox"/>		<input type="checkbox"/>								M		I			
Speed Approx. 17.		P.F./Max Spd.		Veh. Lmt.		Safe		Radar		<input type="checkbox"/> Continuation Form Issued		N			
Location of Violation(s) 18. at								City/County of Occurrence				W		E	
Comments (Weather, Road & Traffic Conditions) 19.												<input type="checkbox"/> Accident		S	
<input type="checkbox"/> Violations not committed in my presence, declared on information and belief.															
20. I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct.															
Executed at (place) Violation Location															
21. / / Dec. Date		Arresting or Citing Officer						Serial No.		to		Dates Off			
22. / / Dec. Date		Name of Arresting Officer, if different from Citing Officer						Serial No.		to		Dates Off			
23. WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW. X Signature															
24. WHEN:		ON OR BEFORE THIS DATE: / /						Time: _____		<input type="checkbox"/> AM <input type="checkbox"/> PM		Time: _____		<input type="checkbox"/> AM <input type="checkbox"/> PM	
25. WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE.															
WHERE: [Name of court[s]] [Section[s] or division[s], room no[s].] [Street address[es]] [Phone No.]															
26. <input type="checkbox"/> To be notified <input type="checkbox"/> You may arrange with the clerk to appear at a night session of the court.															
FPO Barcode (USS Code 39)										DEFENDANT COPY					
Judicial Council of California Form												SEE REVERSE			
Rev. 06-26-15 (Veh. Code, §§ 40500(b), 40513(b), 40522, 40600; Pen. Code, § 853.9)												TR-130			

Shaded areas on the form indicate spaces subject to modification for local or agency requirements.

TRAFFIC/NONTRAFFIC NOTICE TO APPEAR (Reverse of Defendant's Copy)

IMPORTANT — READ CAREFULLY

LOCAL INFORMATION FOR THE CITATION IS AVAILABLE ONLINE
AT [*website address*]

WARNING: If you fail to appear in court as you have promised, you may be arrested and punished by 6 MONTHS IN JAIL AND/OR A \$1,000 FINE regardless of the disposition of the original charge. (Veh. Code, § 40508 or Pen. Code, § 853.7.) In addition, any person who fails to appear as provided by law may be deemed to have elected to have a trial by written declaration (in absentia) pursuant to Vehicle Code section 40903(a) upon any alleged infraction, as charged by the arresting/citing officer.

JUVENILE: If you were under age 18 at the time the citation was issued, you must appear in court with your parent or guardian.

COURTESY NOTICE: A courtesy notice **may** be mailed to the address shown on your citation, indicating the required deposit of money (bail) that may be forfeited instead of your appearing in court. If you do not receive such courtesy notice, you are still required to comply with the items below by the appearance date.

WHAT TO DO

You are required to appear at court for a misdemeanor violation. For all violations, your court date/time/place are on the front of this notice to appear. Have the citation with you when contacting the court. In all infraction cases, you must do one or more of the following for each violation:

- Pay the fine (bail).
- Correct the violation (traffic cases, when applicable).
- Appear in court.
- Request traffic school (traffic cases, when applicable).
- Contest the violation.
- Request trial by written declaration (traffic cases).

If you do not do one of the above actions, then a "failure to appear" charge will be filed against you (Veh. Code, § 40508(a)) and your driver license may be withheld, suspended, or revoked. In some courts you may be charged an amount in addition to the bail amount and the case may be turned over to a collection agency. (Pen. Code, § 1214.1.)

1. If you do NOT contest the violation:

a. (Pay the bail amount) Contact the court for bail information. You will not have to appear in court. You will be convicted of the violation, and it will appear on your record at the Department of Motor Vehicles (DMV). A point count may be charged to your DMV record and your insurance may be adversely affected.

b. (Traffic school) You may be able to avoid the point count by completing traffic school. You must pay the bail amount, and you may have to pay other fees. Contact the court to request traffic school.

c. (Correctable violations) If the "Yes" box is checked on the front of your ticket, the violation is correctable. Upon correction of the violation, have a law enforcement officer or an authorized inspection/installation station agent sign below. (Veh. Code, § 40616.) Registration and driver license violations may also be certified as corrected at an office of the DMV or by any clerk or deputy clerk of a court. The violation will be dismissed by the court after PROOF OF CORRECTION and payment of a transaction fee are presented to the court by mail or in person by the appearance date. Violations of Vehicle Code section 16028 (automobile liability insurance) will be dismissed **only** upon (1) your **showing or mailing to the court** evidence of financial responsibility valid at the time this notice to appear was issued, and (2) your payment of a transaction fee.

CERTIFICATE OF CORRECTION (MUST BE RETURNED TO COURT)

Section(s) Violated	Signature of Person Certifying Correction	Serial No.	Agency	Date

2. If you contest the violation (select a or b):

a. (Court trial) Send a certified or registered letter postmarked not later than five days prior to the appearance date or come to the court by the appearance date to request a court trial on a future date when an officer and any witnesses will be present. **You may be required to submit the bail amount.**
Go online or call the court for information on going to court without paying bail. —OR—

b. (Trial by written declaration (traffic cases)) Send a certified or registered letter postmarked not later than five days prior to the appearance date or come to the court on or before the appearance date to request a trial by written declaration. **Submit the bail amount.** You will be given forms to allow you to write a statement and to submit other evidence without appearing in court. An officer will also submit a statement. The judicial officer will consider the evidence and decide the case.

3. Make check/money order payable to **Clerk of the Court**. Write your citation number and driver license number on your check or money order. You may pay in person, by mail, or by phone.

4. If "Booking Required" is checked, you must appear for booking on a weekday prior to your court date at: _____ between the hours of _____ and _____ and bring the signed verification to your court appearance. Call _____ for more information.

Booking Verification: I declare under penalty of perjury under the laws of the State of California that

_____ was booked on _____ Date _____ Officer _____ Serial No. _____

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TRAFFIC/NONTRAFFIC NOTICE TO APPEAR
(Reverse of Court's Copy)

(Circle one)

RIGHT or LEFT
THUMB PRINT



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