



MAILING YOUR DOCUMENTS TO COURT.

Please Read All Instructions Below For Printing And Sending Your Trial By Written Declaration And Defense Documents To The Court - Please Remember Do Not Send Anything To The Court Until One Week Prior To Your Due Date

STEP 1

When you have finished the process, you will download and print your Defense document and trial by written declaration from the documents section, log in to your account here: <https://clientadmin.ticketbust.com>

STEP 2

Write a Check or Money Order for the Bail Amount.

You can find this amount on your courtesy notice from the court or on the court's website.

The diagram shows a check form with the following fields and annotations:

- PAY TO THE ORDER OF:** Superior court (Annotated with "Make check out to superior court")
- Amount:** \$ [Redacted] (Annotated with "Enter the amount of your bail")
- MEMO:** [Redacted] (Annotated with "Enter your citation number here")
- Check Number:** 1001
- Routing Number:** 08-765432
- Barcode:** 12345678910 09876543210 1001

STEP 3

Verify all the information on your Trial by Written Declaration is correct as seen in the sample below

TR-205

NAME OF COURT: [Redacted]
 STREET ADDRESS: [Redacted]
 CITY AND ZIP CODE: [Redacted]
 BRANCH NAME: [Redacted]

FOR COURT USE ONLY

PEOPLE OF THE STATE OF CALIFORNIA
 vs.
 DEFENDANT: [Redacted]

REQUEST FOR TRIAL BY WRITTEN DECLARATION
 (Vehicle Code, § 40902)

TO BE FILLED OUT BY COURT CLERK

A. DUE DATE (for receipt of this form and any unpaid fee) (specify): [Redacted]

B. Bail amount required: \$ [Redacted]

C. Bail amount already deposited by defendant: \$ [Redacted]

D. Date mailed or delivered by clerk: [Redacted]

E. Mail or deliver completed form, evidence, and mail to the Clerk of the (specify): [Redacted]

Court at (mailing address): [Redacted]

CITATION NUMBER: [Redacted]

CASE NUMBER: [Redacted]

REQUEST FOR TRIAL

1. I have reviewed the Instructions to Defendant (Trial by Written Declaration) (form TR-200).

2. I request to have a trial by written declaration.

3. The facts contained in the Declaration of Facts on the reverse are personally known to me and are true and correct.

4. I know that I have the right not to be compelled to be a witness against myself. I understand and agree that by making any statement, I am giving up and waiving that right and privilege.

5. EVIDENCE: The following evidence supports my case and includes everything I want the court to consider in deciding my case:

<input type="checkbox"/> photographs (specify date numbers)	<input type="checkbox"/> diagram
<input type="checkbox"/> medical record	<input type="checkbox"/> car repair receipt
<input type="checkbox"/> registration documents	<input type="checkbox"/> insurance documents
<input type="checkbox"/> inspection certificate	<input type="checkbox"/> other (specify)

(Declaration continued on reverse)

REQUEST FOR TRIAL BY WRITTEN DECLARATION (Vehicle Code, § 40902)

Sample page 1 of the "TR-205" Form

PEOPLE v. DEFENDANT (Name): [Redacted]

CASE NUMBER: [Redacted]

6. DECLARATION OF FACTS (Type or print only. State what happened and explain all the items of evidence you checked in item 5 on the reverse and tell how they support your case. You may add additional pages.)

(Name): [Redacted]

(Current mailing address): [Redacted]

STATEMENT OF FACTS (begin here):

[Large empty box for Statement of Facts]

7. Number of pages attached: [Redacted]

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: [Redacted]

[Redacted Signature Line]

(TYPE GUYANA NAME) (SIGNATURE)

REQUEST FOR TRIAL BY WRITTEN DECLARATION

Sample page 2 of the "TR-205" Form

STEP 4

Sign the "TR-205" Form.

This is the separate document in the written defense package that you downloaded/ printed from your TICKETBUST account. This is where you need to sign:

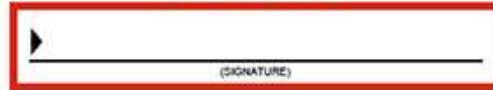
7. Number of pages attached: _____

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

SIGN HERE

.....
(TYPE OR PRINT NAME)



TR-205 (Rev. January 1, 1999)

REQUEST FOR TRIAL BY WRITTEN DECLARATION
(Trial by Written Declaration—Traffic)

Page two

STEP 5

Verify Your Written Defense Document

Please read your full defense document and make sure everything is correct before you send it to the court. If you would like you make changes, please email info@ticketbust.com with any changes you would like to make. Keep in mind that you must provide exact changes to make, we cannot modify your changes. Please also note that you must email us this information, we cannot do this over the phone.

STEP 6

Please Assemble Your Defense Package in This Order:

1. Check/Money Order for court-required bail (Remember: The Court refunds bail once the ticket is dismissed.)
2. Trial By Written Declaration (2 pages)
3. Defense Document (all pages)

STEP 7

Mail Everything To The Court Via CERTIFIED Mail.

Everything must be received by the court by your due date. Please send all documents and bail check together to the address listed on page 1 of your Trial by Written Declaration. **WE DO RECOMMEND SENDING EVERYTHING TO THE COURT NO EARLIER THAN ONE WEEK BEFORE YOUR DUE DATE**

STEP 8

Wait To Receive the Verdict.

Check your mail. You'll be mailed a verdict in 30-90 days.

**HERE ARE ALL THE FAQs YOU
NEED TO KNOW:**

READY TO SEE JUST HOW SIMPLE ALL THIS IS?

Mailing Your Docs to Court FAQ

Do I need to appear in court?

No, Trial by Written Declaration is a type of trial which does not require an appearance in court. Saves you a ton of time.

What is my citation number?

It can be found on your ticket. It should be in the upper right hand corner and also down the right hand side. For Camera tickets, it may be referred to as "Automated Enforcement Number."

Can I post the bail amount with a credit card?

Most courts will not accept posting bail with a credit card. If you use a credit card, you may be paying your fine and closing your case without realizing it. Make sure you are posting the bail for a trial by written declaration, not paying the fine.

What do I write on my check/money order?

Make the check/money order payable to "Clerk of the Court", unless otherwise instructed by the courthouse. We suggest writing your citation number and "Not Guilty" on your check/money order.

Does the court cash my bail check?

Yes, the courthouse will deposit the funds in their trust account. If your case is dismissed, they will write you a check for the full amount.

I can't find the bail amount, what do I do?

Only the courts know your bail amount. You'll have to contact them by phone, e-mail, or person. You may be able to find it on the court's website. If the ticket is not posted yet, you will have to wait until the ticket is posted by the court to get your bail amount. Do NOT send in your documents without bail.

Do I include the traffic school fee with my bail amount?

Typically, you only need to pay the traffic school fee if you are found guilty and decide to attend traffic school. You can do this after you receive your verdict, if necessary. However, some courts do require you to pay for traffic school prior to contesting your ticket. If you have questions, please contact your court.

Should I attach any photos or extra documents to my defense?

This is optional. If you choose to include attachments you will need to indicate the number of attachments on your TR-205 Form page one (mark attachments under #5 "Evidence").

What if I my ticket also includes a correctable violation (Fix-it-Ticket)?

Common fix-it tickets may include:

- No proof of insurance
- No proof of vehicle registration
- No proof of driver's license
- No license plate visible
- Headlight/taillight out
- Window tint

1. Fix the Issue: No big deal. Just correct the issue first. For example, if you were cited for no proof of insurance, get a copy of your insurance card and take it to the courthouse. If you were cited for illegal window tinting or you had a headlight out, get the issue corrected, and then have the ticket signed off by an officer before you take it to court.
2. Show Proof/Pay Fee: Take your proof of correction to the courthouse and pay the court's fee for correction. Most courthouses will lower your original fine down to a \$25 correctable fee when you show proof of correction. If you cannot go to the courthouse, you can mail in your proof of correction with your "written defense" package, and include a separate check or money order for \$25.

Do I include my courtesy notice and/or ticket with my defense?

Unless otherwise noted, you will not need to include these items.

Where do I send the Trial by Written Declaration?

Send all of your documents certified mail to the courthouse mailing address on your ticket, unless otherwise directed by the court.

Why do I need to send all of my documents to the court via Certified Mail?

Just in case the court never receives your documents, you will want to have proof that you sent them before the deadline. Make sure to hold onto your certified receipt.

I forgot to send my documents certified mail, what do I do?

Check in with the courts in about a week to make sure they received your documents. Find out if your check was cashed. If it was, that's a good sign as it usually means the court received the defense package and they're processing your documents.

Can I drop the documents off at the courthouse?

Yes. You can put them in the drop-box (make sure it's time stamped) or hand them to a court clerk.

Can I send my documents via UPS or Fed-Ex?

You can as long as you can retain proof that shows you mailed the documents.

I HAVE MAILED MY DOCUMENTS, NOW WHAT?

What happens once you have submitted your documents to court?

Once the court receives your documents, notifying the court you have requested to contest your ticket using a Trial by Written Declaration (TBD), the court will notify the officer to submit an explanation of the ticket by a given deadline.

If the officer does not reply by this deadline the ticket is generally dismissed. Even if the officer replies by the deadline your case is still considered for a dismissal. The officer's explanation of the ticket

(called an officer's declaration) is routed to the judge who will review it along with your written defense. The judge will then make his or her decision as to whether the ticket should be dismissed.

How will I know when the court receives my documents?

TICKETBUST suggests that you mail your completed documents to the court using Certified Mail or FedEx so that your documents can be tracked and that there is confirmation that the court did in fact receive your documents. If you chose to have your documents submitted to the court via:

1. Certified Mail - " You can track your item online to find out when your documents were delivered. You will receive a Return Receipt in the mail with the signature of the court employee who accepts the package.
2. FedEx - You can track your item online to find out when your documents were delivered.
3. Standard Postal Delivery - You will not be able to track the delivery of your documents, instead you would need to contact the court to find out when your documents were delivered.

How long until I find out if my ticket was dismissed?

The court will mail you the Notice of Decision within 30-90 days or longer. Sometimes the courts take longer than expected to reach a verdict, depending on how busy they are. If you do not receive this notice within that time frame, please contact your courthouse directly for a status update because only the courts will know the status. Some courts also make case status information available on their website.

What if I set up a court trial for my ticket?

IF your ticket requires your appearance in court because you had previously set up a Court Trial, you can submit your TBD request to the court, but will need to follow up with the court to confirm if the court has accepted your request and no longer requires you to appear in court. The court would need to waive/ vacate your appearance and allow you to proceed with the TBD.

IF you do not hear from the court within a couple days of the date you are to appear in court, as a reminder, you must contact the court to verify that you are not required to appear.

IF you are still required to appear, you can use your prepared written defense to help you prepare for that court appearance.

IF your appearance or bail is waived/vacated, then you do not need to appear and the court will mail you your Notice of Decision within 30-90 days or longer.

What if my ticket requires a Mandatory Court Appearance?

IF your ticket has a Mandatory Court Appearance (your courtesy notice does not have a bail amount listed and states your appearance is mandatory), you can submit your TBD request to the court, but will need to follow up with the court to confirm if the court has accepted your request and no longer requires you to appear in court. The court would need to waive/ vacate your appearance and allow you to proceed with the TBD.

IF you do not hear from the court within a couple days of the date you are to appear in court, as a reminder, you must contact the court to verify that you are not required appear.

IF you are still required to appear, you can use your prepared written defense to help you prepare for that court appearance.

IF your appearance or bail is waived/vacated, then you do not need to appear and the court will mail you your Notice of Decision within 30-90 days or longer.

If you still have questions after reading through this, please check out the FAQs online. If you still have questions even after reading through our FAQs, please feel free to email our customer service team at info@ticketbust.com.