What do you do if you get a traffic/parking citation?

Approximately 300 traffic and parking citations are issued each month on local federal properties. Individuals who are cited at these locations have three options. They may: 1) Pay the fine in full before their court date, 2) Appear in court or 3) for certain violations or conditions (see below) submit a protest form. Individuals who fail to take action on a ticket will be unable to register vehicles or renew licenses. Individuals who fail to take action on two or more citations will also lose their driving privileges on DLI and OMC.

Payment: All payments must be made to the Central Violations Bureau, P.O. Box 70939, Charlotte, NC 28272-0939. Write your citation number on your check or money order. You can also pay by credit card over the phone: 1-800-827-2982. CVB must receive payment within two weeks after issuance of the citation or CVB will send a Notice to Appear with a court date to the defendant.

Protests: If a defendant has received a citation regarding registration or insurance violations, and wants to protest the citation, he/she may submit a violation protest form to the SAUSA's office, or wait for a Notice to Appear in Court and go to that hearing. Additionally, any personnel scheduled to PCS prior to the next court date (and able to show proof they are PCSing) may protest their ticket by completing a violation protest form.

Defendants will receive notice of the decision made, regarding their violation protest, within two weeks after delivery of the protest form to the SAUSA's office. If defendants do not accept the decision of the SAUSA, they may either pay their fine to CVB, or appear in court for their initial hearing when they receive their Notice to Appear.

Proof: For citations issued for failure to provide proof of insurance or for not having a valid registration, a written protest MUST include,

1. Written proof the insured had insurance or their vehicle was registered on the date he/she was cited, AND
2. Written proof there has been no lapse in coverage or registration since the citation was issued.

Personnel scheduled to PCS before the next infraction court date may still complete a violation protest form for any violation and submit it to the SAUSA's office. In addition, they must provide proof that they are scheduled to PCS.

POC: The point of contact for protests is Ms. Abby Neff at (831) 242-7321. Protests may be mailed to the SAUSA at: DLIFLC, 1336 Plummer Street, Building 275, Monterey, CA 93944 or faxed to (831) 242-5981. When you submit a protest you are asking the prosecutor (the SAUSA) to consider reducing or dismissing your citation. Simply submitting a protest does **not** clear a citation, and it **does not** excuse you from your scheduled court appearance. Unless you receive notice from the SAUSA that your citation was reduced or dismissed, you must appear in court or pay in full.

Court: If the defendant chooses to appear in court, or has received a Notice to Appear in court, infraction hearings are held in the United States Bankruptcy Court in Salinas. Court is generally held on the first Monday of every other month. The Bankruptcy Court is located at 1000 S. Main Street in Salinas, California. Directions to the courthouse follow:

From 101 – Take the Main St. ramp toward Salinas, stay straight to go onto N. Main St./CA-183 South, which becomes Salinas St., turn left onto John St., turn right onto S. Main St./CA-68 to 1000 S. Main St., turn right at Romie Lane, turn left into the first parking lot.

From Hwy 1/Seaside – Take Hwy 1 Northbound, merge onto CA-68 East toward Salinas, which turns into S. Main St., to 1000 S. Main St., turn left at Romie Lane, turn left into the first parking lot.