

**CINDY DINOVO, CLERK OF COURT**

CRIMINAL/TRAFFIC DIVISION 740.203.1570

EMAIL – E-FILING@MUNICIPALCOURT.ORG

**PAYMENT MAY BE MADE ON-LINE AT WWW.MUNICIPALCOURT.ORG**

**ENTERING A PLEA / PAYING A WAIVER / PROOF OF INSURANCE**

You may appear in court on your scheduled court date set forth on the ticket to enter a not-guilty, no contest or guilty plea -**OR-** you may plead guilty in advance by signing the back of the ticket and enclosing it with payment of the pre-determined amount. This is called paying a waiver and you give up your right to appear in court. If you qualify, you may apply for the Traffic Safety Program, information is provided on the reverse side of this form. **A continuance of two weeks may be requested in writing by mail or email prior to your scheduled court date; there is an additional fee.**

**Personal checks are acceptable from Ohio residents only.** All other payments must be in the form of a **certified check or money order.** You may pay on-line at [www.municipalcourt.org](http://www.municipalcourt.org) and follow the prompts. The court must receive your payment at least 24 hours in advance of your scheduled appearance. All payments should be made payable to the Delaware Municipal Court.

**Failure to either appear in court or pay a waiver will result in a warrant for your arrest and/or cancellation of your driver’s license.**

**You must provide proof of insurance.** If you fail to provide adequate proof of insurance (a bill is not sufficient) covering your operation of the vehicle at the time of the offense, your license will be suspended by the Ohio Bureau of Motor Vehicles. If you are required to appear in court, you must bring proof of insurance with you.

**DISTRACTED DRIVING PURSUANT TO R.C. 4511.991\***

If the Distracted Driving box is checked or the enhanced penalty is otherwise listed on the traffic ticket, the offender shall pay an additional \$100.00. If the offender completes a one-hour distracted driving course and submits written evidence to the Clerk of completion of the course, the Court shall waive the \$100.00 enhanced penalty. Proof must be provided within 14 days of the date of the offense. Visit [www.drivertraining.ohio.gov](http://www.drivertraining.ohio.gov) to complete the course.

**SPEED/ASSURED CLEAR DISTANCE AHEAD – school zone; construction zone and M4 must appear**

1 - 15 mph over the limit / ACDA (MM) .....	\$165
16 - 29 mph over the limit (MM) .....	\$180
30 or more mph over the limit (MM) .....	\$200

**OTHER TRAFFIC MISDEMEANORS**

Reckless Operation – RC 4511.20 or 4511.20-1 (MM) .....	\$230
Seatbelt- Driver RC 4513.263 .....	\$138
Seatbelt-Driver (UCM) if charged with multiple traffic violations .....	\$30
Seatbelt- Passenger.....	\$128
Child Restraint/Booster Seat RC 4511.81 .....	\$165
Improper Approach to Emergency Vehicle RC 4511.213 .....	\$200
Other Misdemeanor Traffic offense where maximum penalty is a fine not over \$150 (MM-UCM).....	\$165
Distracted Driving Enhanced Penalty* RC 4511.991 .....	\$100*
Overweight violations (UCM).....	Contact court

**MISCELLANEOUS VIOLATIONS**

Title 15 offense where maximum penalty is a fine not over \$150 (MM-UCM) .....	\$143
Title 15 offense (M4) .....	\$173
Non-Traffic offense where maximum penalty is a fine not over \$150 <i>Drug Abuse (marijuana) must appear</i> .....	\$200
Delaware Ordinance-Underage possession/consumption CO 529.021 .....	\$327

Misdemeanor MM=minor, M4=4<sup>th</sup> degree, UCM=unclassified .....

(Revised April 2023)

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DELAWARE MUNICIPAL COURT**

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**(IF PARTICIPATING IN TSP & PAYING ON-LINE - MAKE SURE TO CLICK ON THE ACCEPT TSP BUTTON IN THE ORANGE WINDOW)**

**APPLICATION/WAIVER FOR TRAFFIC SAFETY PROGRAM (TSP)**

If you are charged solely with one or more misdemeanor moving violations, and if you have not participated in this Court's Traffic Safety Program (TSP) within the past four years, you have the option of applying for the TSP now.

Offenders with a Commercial Driver License (CDL) and/or charged with a traffic violation and a specification that you were driving while distracted are *not* eligible to participate.

If you are eligible for the TSP and if you complete it, your case will be dismissed and you will not be convicted on the traffic charges in the case. If you are eligible for the TSP and if you apply for that program but then fail to complete it the Court will accept your guilty plea and you will be convicted on all of the traffic charges in your case. If you apply for the TSP, you will not be entitled to any refund of moneys paid to the court or to the defensive driving course described below. If you choose to participate in the TSP you must complete all of the requirements listed below:

1. You must mail or otherwise deliver **all** of the following to the Delaware Municipal Clerk of Court **before your scheduled court date** indicated on your citation:
  - a. This form with your plea, signature and contact information added below.
  - b. Proof of automobile liability insurance covering your operation of the vehicle at the time when you committed the traffic offense(s).
  - c. Payment of the **total sum** of all fines and costs for **all** of the offenses with which you are charged. **Payment may be made on-line; be sure to click the Accept TSP button before proceeding to pay.**
2. You must also pay for and complete the online defensive driving course offered by Safe Driver Online, Ltd. (SDO) at **SafeDriverOnline.com**. (Completion of this application form does not enroll you in that course, and the fee for the course is a cost that you must pay in addition to the money that you send to the court for your traffic fines). SDO's phone number is 888.372.SAFE or 888.372.7233 and their email is [team@safedriveronline.com](mailto:team@safedriveronline.com).
3. You must complete the course within 60 days of your scheduled court date. Once you have completed the online program a notification will be emailed to the Clerk's office from SDO advising that you have finished your requirement. Failure to complete the course timely will result in your ineligibility to participate in the TSP.

If you complete the first step above, and if the Court then determines that you are not eligible to participate in the TSP, the Clerk will notify you and will schedule a new court date for you. If that happens, any money that you have paid to the court will be held as bond until the case is finished.

After completing the course Safe Driver Online, Ltd. will notify the court by email.

A record of your guilty plea will be sent to the Ohio Bureau of Motor Vehicles (OBMV) if you apply for but do not complete the TSP despite being eligible to do so, and points may then be assessed against your driver's license by the OBMV.

By signing below, you are certifying that 1) you are eligible for the TSP; 2) you are willing to waive your right to appear at the court to contest the traffic charges in your case; and 3) you understand and accept the requirements of the TSP.

**To apply for the TSP, check the box and then sign & complete the lines below:**

I plead guilty to the traffic charges in my case. My plea of guilty is a complete admission of my guilt, and I accept the legal consequences of my actions.

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Ticket Number

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Court Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email address