

SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO

## Traffic Violator School Checklist

Traffic School Completion Due Date:

CASE# MCUK-INTR-

- ☐ **Determine if you may attend traffic violator school** to obtain a confidential conviction. Check our website for eligibility at <http://www.mendocino.courts.ca.gov/traffic/traffic.asp>. Make sure you are eligible because fees are non-refundable.

- ☐ **Pay the Superior Court** the amount of bail printed on your courtesy notice, plus a \$74 traffic school fee. 90-day installment payment agreements are also available. Upon full payment or establishment of a payment plan, you are approved to attend traffic violator school.
- FINE \$ PLUS \$74-TOTAL DUE \$

- ☐ **Calculate your due date.** You have 90 days from the due date written on your original citation to complete traffic violator school. Look at your citation or courtesy notice; add 90 days to that date, and then WRITE THIS DUE DATE ABOVE. It's important! We cannot give you any further extensions.

- ☐ **Choose a Traffic Violator School.** On-line, classroom, and home-study courses are available. Use DMV's on-line locator service to find a school at <http://www.dmv.ca.gov/oling2/welcome.do> or phone DMV at (916)229-3126 to receive a list by mail or fax.

- ☐ **Sign up for your course.** The fee you pay the school is for the course itself, and is separate from the traffic school fee paid to the court. When asked for your court code, use the 5-digit number in the return address of your courtesy notice.

- ☐ **Complete the course.** Once you have completed the course, the school typically will notify DMV on the next business day. The court receives notification the following day, but could take a couple days to post the completion, record the confidential conviction to DMV, and close your case. Payment plans must be paid in full prior to the court reporting the confidential conviction.

- ☐ **Confirm the court has received your Certification of Completion from DMV.** The Court publishes a list of cases which certification was received. Go to our website and check if your case number is listed.  
[http://www.mendocino.courts.ca.gov/online\\_services/payments/confirmtscert.asp](http://www.mendocino.courts.ca.gov/online_services/payments/confirmtscert.asp) Allow up to 10 days from the date you completed your course for your case number to be listed.