

## TRAFFIC VIOLATOR

Now that you have received a citation, you have the following options:

- 1.) **Appear in Court** On the date & time specified on the ticket at Alexandria Mayor's Court located at 4 West Main Street, Alexandria, OH 43001. If **MUST APPEAR** is checked, this is your only option.
- 2.) **Waive your right to appear** (per Ohio Traffic Rule 13) and pay your fine. Monies received will be processed as a guilty plea and must be received by 7pm on the day of your court date.
  - ONLINE—** Go to the following website: [www.OhioTicketPayments.com](http://www.OhioTicketPayments.com) Select a court (Alexandria) and click on "GO". Fill in the appropriate fields to search for your Name and click "Search". Select your name and click on it. Click the box "I have read these terms and agree to them". Click on "Make a payment". Enter Credit Card information and "Submit".  
*\*May take 3-5 days after receiving your citation, before your information will be available in the online system.*
  - MAIL—** Pay your fine by Cashiers Check or Money Order, through the mail to the Alexandria Clerk of Courts, P.O. Box 96, Alexandria, OH 43001. All fines must be paid by 7pm on your court date.
  - IN PERSON—** Pay your fine by Cashiers Check or Money Order, at the drop box in front of Alexandria Mayor's Court, located at 4 West Main Street, Alexandria, OH 43001.

### IF YOU WISH TO APPEAR or are ORDERED TO APPEAR:

You must appear on your court date at 7:00 p.m. You may enter a plea of Guilty, No Contest, or Not Guilty. A plea of Guilty or No Contest **requires payment of your fines and court costs at that time**. A Not Guilty plea will continue your case to a trial date. **To change your court date, you must submit a written request by mail. THIS REQUEST MAY BE DENIED. NO PHONE CALLS WILL BE ACCEPTED.**

**PROOF OF INSURANCE** is required by OHIO LAW. If you did not show the arresting officer current non-expired proof of insurance, you must do so, to the Village of Alexandria Clerk of Courts office or they *must* report it to the BUREAU OF MOTOR VEHICLES (BMV). Your failure to do so will result in an automatic license suspension, imposed by the BMV! You may submit a copy of your current insurance card as proof of insurance with your payment. If you make an online payment you must send proof of insurance to the Alexandria Clerk of Courts to avoid the BMV Suspension. You can email a copy of your proof of insurance to the Alexandria Clerk of Courts at: [voa.courtclerk@outlook.com](mailto:voa.courtclerk@outlook.com)

**PAYMENTS MUST BE MADE BY 7pm ON YOUR COURT DATE!! FAILURE TO PAY YOUR FINES IN FULL**, will result in your license being cancelled and a block being placed on your vehicle registration. A warrant will be issued for your arrest. The Clerk's Office will need to release these blocks with the BMV. If paid by mail or in person, all payments must be made by Certified Check or Money Order.

**FAILURE TO PAY ON TIME WILL RESULT IN ADDITIONAL FEES ON TOP OF THE COST OF YOUR ORIGINAL TICKET.**

**MAIL TO:** Clerk of Courts  
Alexandria Mayor's Court  
4 West Main Street, Box 96  
Alexandria, Ohio 43001

**SIGN AND ENCLOSE YOUR TICKET WITH PAYMENT.  
ENCLOSE YOUR PAYMENT MADE OUT TO:  
Alexandria Mayor's Court**

[voa.courtclerk@outlook.com](mailto:voa.courtclerk@outlook.com)