

## NOT GUILTY PLEA

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Ticket Number(s)/Complaint Number(s)

Court Date

I plead not guilty to the charge(s) in the charged ticket(s)/complaint(s).

I waive my right to have a trial on this/these charge(s) within 30 days (or the longer time allowed by law). I understand that I may mail or fax this Not Guilty Plea to the Court or personally file it with the Court. The plea must be received by the Clerk's Office by 4:00 P.M. on the business day **before** the court date stated in the ticket/complaint; 3) upon timely receipt of the plea the Court will notify me when my case(s) will be tried; 4) I must come to Court on the date and time set by the court; 5) once a court date has been set I cannot pay the fine(s)/cost(s) without coming to court; 6) if I do not come to court on the scheduled date and time, a warrant for my arrest will be issued and additional court costs and fees will be assessed.

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Signature

Print Name