



**PREPAYABLE INSTRUCTION SHEET**  
**THIS SHEET CONTAINS IMPORTANT INFORMATION. PLEASE READ IN ITS ENTIRETY.**  
**FAILURE TO COMPLY WITH THE DIRECTIONS BELOW AND/OR MAKE APPROPRIATE PAYMENT**  
**MAY RESULT IN LICENSE SUSPENSION.**

**PREPAYMENT OF VIOLATIONS**

Many violations are payable prior to the court date. By prepaying, you are also pleading guilty to the violation(s). **If you prepay you do not need to appear in court.** To do so, follow these steps:

1. Look on the reverse side of this sheet and find the violation code(s) and fine(s) for which you were cited.
2. Place the fine amount(s) listed for the violation(s) on the Payment Due Worksheet located on the back.
3. Add the fine amount(s) to the Court Cost of \$134.00 as indicated and pay that total. Please include copy of citation.
4. **CRIME STOPPER FEE INFORMATION** - IF YOU ARE CITED FOR OFFENSES DESIGNATED BY CODES 02304, 02305, 00427, ENTER \$1.00 ON THIS LINE. FOR ALL OTHER OFFENSES LISTED ON THE BACK OF THIS SHEET, ENTER "0".

**Payments may be made through one the following means:**

- **Pay online** – Your citation and/or traffic school may be eligible to pay online. To check, go to <http://kycourts.gov> and click on the Pay Fine/Fee icon.  
Online payments **MUST** be made at least three (3) business days prior to the court date listed on your citation.
- **Pay by Phone** – If you wish to pay-by-phone, call 1-866-396-1751.
- **Pay in Person** – If you wish to pay in person, you may do so at the Hall of Justice, 600 West Jefferson St. Louisville KY 40202. You will pay on the first floor at the Circuit Court Clerk's District Criminal Division. You may pay between the hours of 7:30 am - 11:30 pm, Monday through Saturday.
- **Pay by Mail** – All payments **MUST** be mailed at least seven (7) business days prior to your court date to:

**Jefferson District Court Mail Payments, 700 W. Jefferson Street, Louisville, KY 40202**

**Payments may be made by:**

- **Certified Check** – Make all certified checks payable to the Jefferson Circuit Court Clerk.
- **Money order** – Make all money orders payable to the Jefferson Circuit Court Clerk.
- **Credit or debit card** (Discover, American Express, Master Card or Visa) – A convenience fee will apply to credit/debit card payments.
- **Cash payments are accepted in person only.**

**PLEA OF NOT GUILTY**

If you wish to contest the citation or plead not guilty, please appear in court on the date and time shown on your citation. For general information about court dates and times, go to <https://kcoj.kycourts.net/kyecourts/login/guestlogin> or visit [www.jeffersondistrictcourt.com](http://www.jeffersondistrictcourt.com).

**FOR KENTUCKY RESIDENTS ONLY: APPLYING FOR TRAFFIC SCHOOL PRIOR TO YOUR COURT DATE**

If the violation for which you have been cited has an asterisk (\*) beside it, you are eligible to apply for State Traffic School as long as you have a valid Kentucky driver's license and have not attended State Traffic School within the last twelve (12) months. To apply, you may go online to <http://kycourts.gov> or you may apply in person at: 600 W. Jefferson Street, Louisville, KY 40202. **You will be billed an additional fee by the school at a later date. If you choose this option, you do not need to appear in court.**

**EQUIPMENT, DRIVER'S LICENSE, REGISTRATION AND NO LIABILITY INSURANCE VIOLATIONS**

1. **Equipment Violations** – If you are cited for one of the equipment violations listed on the reverse side, you may bring in or mail in proof of repair (repair slip must be the original and must show what was repaired or what was purchased).
2. **License Offense(s)** – If you are cited for one of these offense codes, **00380, 00435 or 00436**, you may bring in or mail in a copy of a valid operator's license (U.S.).
3. **Improper Registration Plates, No/Expired Registration Receipt, Improper Registration or No/Expired Registration Plates** - If you are cited for one of these offense codes, **00405, 00407, 00408 or 00424**, you may bring in or mail in a copy of your new registration.
4. **No Liability Insurance** – If you are cited for this offense, the County Attorney requires the **vehicle registration and a signed letter** from your insurance agent or company stating that the insurance was **valid** at the date and time of your violation. This letter must include the effective date of coverage and your vehicle's VIN. Bring in or mail in a copy of your vehicle registration and the original letter signed by your insurance agent or company (faxed copies will **not** be accepted).

**Offenses not listed on the back of this sheet are NOT prepayable and REQUIRE attendance in court.**

**You may find information about your court date by visiting**  
**<https://kcoj.kycourts.net/kyecourts/login/guestlogin> or [www.jeffersondistrictcourt.com](http://www.jeffersondistrictcourt.com).**

SPEEDING VIOLATIONS					SPEEDING VIOLATIONS-HWY WORK ZONE				
OFFENSE CODE	OR	L/A CODE	VIOL.	AMOUNT	OFFENSE CODE	OR	L/A CODE	VIOL.	AMOUNT
* 00001		*00029	1 MPH	\$1.00	* W0001		*W0029	1 MPH	\$2.00
* 00002		*00030	2 MPH	2.00	* W0002		*W0030	2 MPH	4.00
* 00003		*00031	3 MPH	3.00	* W0003		*W0031	3 MPH	6.00
* 00004		*00032	4 MPH	4.00	* W0004		*W0032	4 MPH	8.00
* 00005		*00033	5 MPH	5.00	* W0005		*W0033	5 MPH	10.00
* 00006		*00034	6 MPH	16.00	* W0006		*W0034	6 MPH	32.00
* 00007		*00035	7 MPH	17.00	* W0007		*W0035	7 MPH	34.00
* 00008		*00036	8 MPH	18.00	* W0008		*W0036	8 MPH	36.00
* 00009		*00037	9 MPH	19.00	* W0009		*W0037	9 MPH	38.00
* 00010		*00038	10 MPH	20.00	* W0010		*W0038	10 MPH	40.00
* 00011		*00039	11 MPH	22.00	* W0011		*W0039	11 MPH	44.00
* 00012		*00040	12 MPH	24.00	* W0012		*W0040	12 MPH	48.00
* 00013		*00041	13 MPH	26.00	* W0013		*W0041	13 MPH	52.00
* 00014		*00042	14 MPH	28.00	* W0014		*W0042	14 MPH	56.00
* 00015		*00043	15 MPH	30.00	* W0015		*W0043	15 MPH	60.00
* 00016		*00044	16 MPH	32.00	* W0016		*W0044	16 MPH	64.00
* 00017		*00045	17 MPH	34.00	* W0017		*W0045	17 MPH	68.00
* 00018		*00046	18 MPH	36.00	* W0018		*W0046	18 MPH	72.00
* 00019		*00047	19 MPH	38.00	* W0019		*W0047	19 MPH	76.00
* 00020		*00048	20 MPH	40.00	* W0020		*W0048	20 MPH	80.00
<b>THE FOLLOWING FINES APPLY IF YOU ARE CITED FOR SPEEDING 21-25 MPH OVER THE LIMIT IN A SPEED ZONE LOWER THAN 55 MPH.</b>									
* 00021		*00049	21 MPH	\$43.00	* W0021		*W0049	21 MPH	\$86.00
* 00022		*00050	22 MPH	46.00	* W0022		*W0050	22 MPH	92.00
* 00023		*00051	23 MPH	49.00	* W0023		*W0051	23 MPH	98.00
* 00024		*00052	24 MPH	52.00	* W0024		*W0052	24 MPH	104.00
* 00025		*00053	25 MPH	55.00	* W0025		*W0053	25 MPH	110.00
<b>THE FOLLOWING FINES APPLY IF YOU ARE CITED FOR SPEEDING 21-25 MPH OVER THE LIMIT IN A 55 MPH OR GREATER SPEED ZONE.</b>									
* 00021		*00049	21 MPH	\$60.00	* W0021		*W0049	21 MPH	\$120.00
* 00022		*00050	22 MPH	60.00	* W0022		*W0050	22 MPH	120.00
* 00023		*00051	23 MPH	60.00	* W0023		*W0051	23 MPH	120.00
* 00024		*00052	24 MPH	60.00	* W0024		*W0052	24 MPH	120.00
* 00025		*00053	25 MPH	60.00	* W0025		*W0053	25 MPH	120.00

**NOTE: FINES SHALL BE DOUBLED FOR SPEEDING IN A SCHOOL OR WORK ZONE.**

If you have any questions regarding points assessed call the Department of Transportation (502) 564-1257.

If you have been cited and the offense code is not listed on this Instruction Sheet, you may call the District Criminal Division of the Circuit Court Clerk's Office at (502) 595-3060 for instructions.

Failure to make appropriate payment may result in license suspension.

**Payment Due Worksheet (to be calculated by the offender)**  
**PLEASE INCLUDE A COPY OF YOUR CITATION WITH YOUR PAYMENT**

FINE/FEE(S) FOR OFFENSE 1: \_\_\_\_\_

FINE/FEE(S) FOR OFFENSE 2: (if any): \_\_\_\_\_

FINE/FEE(S) FOR OFFENSE 3: (if any): \_\_\_\_\_

FINE(S) FOR ADDITIONAL OFFENSE(S): \_\_\_\_\_

PREPAYABLE COURT COSTS: **\$ 134.00**

CRIME - STOPPER FEE: **SEE FRONT FOR CODE INFORMATION**

TOTAL AMOUNT DUE: **Court Cost Plus Fines**

OFFENSE CODE	VIOLATION	AMOUNT
* 00271	Disregard / Fail To Yield Right of Way	\$20.00
* 00270	Improper Lane Usage / Vehicles Keep Right Except to Pass	20.00
* 00107	Improper Passing	20.00
* 00108	Failure To or Improper Signal	20.00
* 00109	Improper Turning	20.00
* 00111	Disregarding Stop Sign	20.00
* 00113	Disregarding Traffic Control Device	20.00
* 00115	Reckless Driving	20.00
* 00120	Driving Too Slow For Conditions	20.00
* 00122	Failure to Dim Lights	20.00
* 00126	Failure to Give Right of Way	20.00
* 00128	Disregard RR Crossing Lights	20.00
* 00273	Improper Use of Left lane / Overtaking Vehicle	20.00
* 00130	Failure to Stop at RR Crossing	20.00
* 00131	Failure to Illuminate Headlights	20.00
* 00136	Careless Driving	20.00
* 00272	Following Another Vehicle Too Closely	20.00
* 00173	Disregard Compulsory Turn Lane	20.00
* 00176	Driving Too Fast for Conditions	20.00
00231	Obstructed Vision and/or Windshield	20.00
*** 00580	Improper Parking Violation	20.00
00581	Improper Parking Violation Firelane/Block Travel Portion of HWY	20.00
*** 00506	Fail to use Child Restraint Device	50.00
*** 00499	Fail to use Seat Belt	25.00
00470	Open Alcohol Container	35.00
02305	Drinking in a Public Place	25.00
*** 00590	Parking in Handicapped Parking Zone	250.00

OFFENSE CODE	VIOLATION	AMOUNT
00266	Communication device violation, 1st offense	\$25.00
00267	Communication device violation, 2nd or sub violation	\$50.00
00268	Communication device violation, <18 YOA, 1st offense	\$25.00
00269	Communication device violation, <18 YOA, 2nd or sub violation	\$50.00
<b>EQUIPMENT/LICENSE/REGISTRATION/INSURANCE VIOLATIONS (You may pay amount listed or present proof before court date)</b>		
OFFENSE CODE	VIOLATION	AMOUNT
00205	Inadequate Silencer (muffler)	\$20.00
00209	Vehicle Nuisance	\$20.00
00220	No Tail Lights	\$20.00
00226	One Headlight	\$20.00
00231	Broken/Cracked Windshield	\$20.00
00240	No Brake Lights	\$20.00
00248	Excessive Window Tinting	\$20.00
00380	No Operators/Moped License see front of sheet	
00405	Improper Registration Plates	**
00407	No/expired Registration Receipt	**
00408	Improper Registration	**
00424	No/expired Registration Plates	**
00425	Improper Display of Plates	**
00435	License To Be In Possession	**
00436	Failure To Report Change of Address D.O.T.	**
00439	License Plate Not Legible	**
00480	No Insurance Owner - 1 <sup>st</sup> offense	**
00481	No Insurance Owner - 2 <sup>nd</sup> offense	**

**NOTE: If you did not have valid insurance at the time of your violation, you MUST appear in court on your court date.**

\*Signifies Eligible for Traffic School with a Court Cost of \$134.00 before court date.

\*\*See front of Instruction Sheet

\*\*\*No court cost

\*\*\*\*If you are cited for parking in Handicapped Parking Zone (00590), the fine is \$250.00. If fine is paid before court date, there is no court cost.