



**IMPORTANT INFORMATION ABOUT YOUR TRAFFIC CITATION AND
VIRTUAL TRAFFIC ARRAIGNMENT
Bernalillo County Metropolitan Court**

401 Lomas Blvd. NW
Albuquerque, NM 87102
Monday – Friday from 7:30 AM -5:00 PM

For More Information Call: (505) 841-8151
Or Visit the Court’s Website at:
<https://metro.nmcourts.gov>

What you should do Depends on Which Box is Checked on your Citation:

If the **PENALTY ASSESSMENT** box is checked on your Citation, the Metropolitan Court cannot handle your citation, and you must pay the penalty assessment fine amount to the New Mexico Motor Vehicle Division (“MVD”) by mail at *P.O. Box 1028, Santa Fe, NM 87504-1028*. **Do not mail cash**. Online payments may be made at <https://www.mvd.newmexico.gov/>. If you have any questions or want to pay by phone, please call MVD at 888-683-4636.

If the **TRAFFIC ARRAIGNMENT** box is checked on your Citation, **on the date and time listed on your Citation for your Traffic Arraignment, please call 1-346-248-7799 and enter the Meeting/Participant ID No. 925 4007 8987##. PLEASE CALL THIS NUMBER INSTEAD OF COMING TO THE METROPOLITAN COURT.** When you call this phone number on the date and time of your scheduled Traffic Arraignment, you will speak with a Special Prosecutor appointed by the Bernalillo County District Attorney who is available to negotiate a possible plea agreement with you. The Special Prosecutor is not a Court employee and will only speak with you on the date and time set on your Traffic Citation. This is your opportunity to resolve your Traffic Citation(s).

- ✓ Have your **Citation** with you when you call in for your *virtual Traffic Arraignment*.
- ✓ **If you want to plead guilty or no contest**, you will still have to appear before the Judge for a *Virtual Plea/Sentencing Hearing*, and you may be ordered to pay fines or attend a driving school or as otherwise may be ordered by the Court.
- ✓ **If you want to plead not guilty**, your case will be scheduled for a *Virtual Traffic Trial*, and the Court will mail you a Notice of the date and time for your *Virtual Trial* before the Judge.

If the **COURT APPEARANCE** box is checked on your Citation, then, when the Court receives your Citation from the Police Officer, the Court will schedule the date of your **Virtual TRAFFIC ARRAIGNMENT** and will mail you a Notice with the date and time when you will need to **call 1-346-248-7799 and enter the Meeting/Participant ID No. 925 4007 8987##**. However, if you do not receive a Notice from the Court, you need to either call the Court at **(505) 841-8151** or come to the Metropolitan Court to the **Customer Service Division** on the **First Floor** so that the Court can schedule or confirm the Court date for your **TRAFFIC ARRAIGNMENT** hearing.

If the **WARNING NOTICE** box is checked on your Citation (and no other boxes are checked), you do not need to contact the Court or MVD. No further action is required. However, if one of the other boxes listed above is checked on your Citation, then you must follow the steps for that box.

METROPOLITAN COURT PARKING

Parking is available across from the Courthouse and can be entered from 5th Street on the first right after Slate Street.

NO

Cell Phones, Electronics, or Camera-Capable Devices OR Weapons of Any Kind, including Guns, Knives, Pepper Spray, or Razor Blades Are Allowed in the Courthouse.

ADA ACCOMMODATIONS AND LANGUAGE INTERPRETATION

New Mexico Courts comply with the Americans with Disabilities Act and Title VI. If you need accommodations or the services of an interpreter in Court, email or call the Court at **505-841-8151** as soon as possible to inform us. Please notify the Court of the nature of any disability or interpreter services needed at least five (5) days before any hearing, so appropriate accommodations can be made. *Los Tribunales de Nuevo México cumplen con la Ley para estadounidenses con Discapacidades y Título VI. Si necesita adaptaciones o los servicios de un intérprete en el tribunal, envíe un correo electrónico o llame al tribunal al numero 505-841-8151 lo más pronto posible para notificarnos. Notifique al actuario si usted tiene alguna discapacidad por lo menos cinco (5) días antes de la audiencia para que se tomen las debidas adaptaciones del caso.*

Additional Documents You May Want to Have For Your Virtual Traffic Arraignment and Provide to the Special Prosecutor:

CITATION FOR:	EXAMPLES OF DOCUMENTS:
✓ No Registration:	Proof of registration valid on the date and time of the Citation
✓ No License Plate:	Proof of current registration
✓ Suspended Driver's License:	Proof of Valid NM Driver's License and reinstatement paperwork from MVD
✓ Defective Equipment:	Proof that you have replaced or repaired the broken equipment, such as an invoice from the automotive shop verifying the repair of the broken tail lights, broken headlights, broken windshield, or other defective equipment. If you have made this repair yourself, then bring a receipt listing the specific item(s) that you purchased.
✓ Illegal Equipment:	Proof that you have removed the illegal window tint/sunscreen, such as an invoice from the automotive shop verifying that you have removed the tint or replaced your windows.
✓ Illegal Modification of Exhaust:	Proof that you have repaired or replaced the illegally modified exhaust with factory-installed or OEM equivalent exhaust equipment that has not been modified and is in good working order, and that does not produce excessive or unusual noise, is not a straight-through muffler, and does not contain baffles, glass packs, steel packs, straight pipes, cutouts, bypasses, or similar devices.
✓ Failure to Change Name or Address on Driver's License:	Proof of Valid NM Driver's License with current information
✓ No Insurance:	Proof of insurance card valid on the date and time of the Citation.

What if I Cannot Call In on the Day of My Virtual Traffic Arraignment?

If you cannot call in at the date and time set for your **Virtual TRAFFIC ARRAIGNMENT**, you must come to the Court in person no later than **4:00 PM** on the day before your **Virtual TRAFFIC ARRAIGNMENT** to re-schedule your Court date. You may only re-schedule your Court date once. The Court will not re-schedule your **Virtual TRAFFIC ARRAIGNMENT** hearing date by phone.

How will my Citation Affect Points on my Driver's License?

Most traffic violations have points associated with them that may affect your privilege to drive and/or your insurance rates. The Court does not put points on your Driver's License; that is something that MVD decides. If you have questions about how a **Citation** may affect points on your Driver's License, you should contact MVD at 888-683-4636 or 888-MVD-INFO.

Will I have to go to a School?

You may be ordered by the **Judge** to attend a **School** such as Driver Improvement School, Aggressive Driving School, or DWI School. You may register for a school by going to the **Customer Service Division** or by **calling** the Court at **(505) 841-8151**.

Will I have to Pay any Fines?

If you plead guilty or are found guilty, the amount of **Fines** that you will have to pay depends on the type of law that you have violated. The amount of some **Fines** is in the discretion of the **Judge** and other **Fines** are set by law. For examples of some common charges with set **Fine** amounts, visit the Court's website at <https://metro.nmcourts.gov/wp-content/uploads/sites/47/2023/11/List-of-those-State-Statute-Charges-that-have-a-Set-Fine-Amount-effective-July-1-2023-.pdf>.

- ✓ You can **Pay ONLINE** with a credit or debit card by visiting the Court's website at: <https://metro.nmcourts.gov/> and clicking on Pay Fines/Fees (an additional service fee will be charged for online payments), **OR**
- ✓ You can **Pay by Coming to the Metropolitan Court** or by **MAILING** a check or certified funds with your **Citation** and a signed **Guilty Plea** to the **Metropolitan Court Customer Service Division** at **401 Lomas NW, Albuquerque, NM 87102**.
- ✓ If you cannot pay the **Fines** you owe in one lump sum, you may arrange to make payments with the **Customer Service Division** so long as all payments are made by the due date set by the Judge.
- ✓ You can also **Pay by performing hours of community service** where you will receive credit toward payment at twice the State hourly minimum wage rate. For more information, contact Customer Service or visit <https://metro.nmcourts.gov/services-programs/community-service/>.