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SUPERIOR COURT OF CALIFORNIA, COUNTY OF FRESNO

Standing Order Regarding the	)	
Traffic Division of the	)	Standing Order No. 15-0101
Superior Court of California,	)	
County of Fresno	)	
	)	
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	)	

This standing order addresses the method by which the Court manages the processing and disposition of traffic cases. The Court seeks to improve the efficiency and uniformity in handling of traffic court matters throughout Fresno County. The Court finds that the following procedures will further this goal.

**Payment of Traffic Fines**

Court staff is authorized to grant: one sixty (60) day continuance for the initial payment of traffic fines; one sixty (60) day continuance once monthly payments have been established; and one request to change the specific day of the month that the monthly payment is due. Any requests for a continuance of more than sixty (60) days shall be made to a judicial officer either in writing or through a personal court appearance.

1           **Violations of Vehicle Code § 16028, subd. (a).**

2           The court staff is authorized to reduce the bail amount by  
3 half for a defendant charged with a violation of Vehicle Code §  
4 16028, subdivision (a) who obtains written evidence of financial  
5 responsibility (i.e., proof of insurance) after the date of the  
6 charged violation.

7           **Completion of Traffic School**

8           Defendants are currently allowed sixty (60) days to complete  
9 traffic school. Court staff is authorized to grant one sixty (60)  
10 day continuance to complete traffic school. Any requests for a  
11 continuance of more than sixty (60) days shall be made to a  
12 judicial officer either in writing or through a personal court  
13 appearance.

14           **Acceptance of Traffic School Proof of Completion**

15           Court staff is authorized to accept proof of completion of  
16 traffic school provided traffic school is completed by the due  
17 date.

18           **Requests for Traffic School After Payment of Fine or**  
19 **Forfeiture of Bail or Guilty Verdict**

20           Provided the defendant is otherwise eligible to attend  
21 traffic school, Court staff is authorized to accept requests to  
22 attend traffic school if made within one hundred and twenty (120)  
23 days of payment of the fine, bail forfeiture or a guilty verdict.  
24 To be valid, the sixty-seven dollar (\$67.00) administrative fee  
25 must accompany the request.

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1                   **Incomplete Traffic Infraction Filings**

2                   All traffic citations will be processed and entered into the  
3 Court's case management system in a timely manner. In the event  
4 that an error is identified on the face of the citation prior to  
5 entry, the citation will not be entered. The incorrect citation  
6 shall be returned to the issuing agency for correction. When the  
7 Court receives the corrected citation the citation will be entered  
8 into the Court's case management system.

9                   In the event that an error is identified via the Department  
10 of Motor Vehicles interface and reported to the Court via the DL  
11 Report/COFACS or the DMV Report/V2 after entry, the citation will  
12 be returned to the issuing agency for correction. The filing  
13 shall not be completed until the Court receives the corrected  
14 citation. In the event that a corrected citation is not received  
15 from the issuing agency within six (6) months of return to the  
16 agency, the incomplete filing will be stricken from the Court's  
17 case management system.

18                   **Requests for Monthly Payments Following an Order That The**  
19 **Fine Be Paid in One Payment**

20                   Defendants who appear in Court are currently given several  
21 options for paying, including: (1) pay in full on the date of  
22 their Court appearance; (2) pay in full [including an additional  
23 thirty dollar (\$30.00) administrative fee] by a future date; (3) a  
24 monthly payment plan [including an additional fifty dollar  
25 (\$50.00) installment fee]; or (4) a traffic school payment plan  
26 [including an additional fifty dollar (\$50.00) installment fee].

27                   For defendants who elect in Court to pay their fine in full  
28 on the date of their court appearance and fail to do so, Court

1 staff is authorized on that same day to either: (1) add the  
2 thirty dollar (\$30.00) administrative fee and give the defendant  
3 sixty (60) days to pay in full; or (2) add the fifty dollar  
4 (\$50.00) installment fee and convert the defendant to a monthly  
5 payment plan.

6 For defendants who elect in Court to either pay their fine in  
7 full by a future date or by monthly payments, Court staff is  
8 authorized to delete the thirty dollar (\$30.00) administrative fee  
9 or the fifty dollar (\$50.00) installment fee if the defendant pays  
10 in full on the date of their court appearance.

11 For defendants who elect in Court to pay their fine in full  
12 by a future date, Court staff is authorized to convert those  
13 defendants to either a monthly payment plan or a traffic school  
14 payment plan if the defendant's request is made prior to the date  
15 by which the fine was ordered to be paid in full. When this  
16 request is made, Court staff is authorized to delete the thirty  
17 dollar (\$30.00) administrative fee and add the fifty dollar  
18 (\$50.00) installment fee.

19 For defendants who elect in Court to pay by monthly payments,  
20 Court staff is authorized to vacate the fifty dollar (\$50.00)  
21 installment fee and add a thirty dollar (\$30.00) administrative  
22 fee if the defendant pays in full by their first monthly payment  
23 due date.

#### 24 **Transferring Overpayments**

25 In the event a defendant remits more money than is due on a  
26 case, the overpayment shall be refunded to the defendant, unless  
27 the defendant has an outstanding balance in a different case with  
28 the Court that has a disposition, in which case Court staff is

1 authorized to transfer the overpayment to the case with an  
2 outstanding balance.

3 This Standing Order revokes Standing Order 14-0101 and shall  
4 remain in full force and effect until revoked or modified by  
5 further order of the Court.

6 Dated this 1<sup>st</sup> day of January, 2015.

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Hon. Jonathan B. Conklin  
Presiding Judge  
Fresno County Superior Court

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