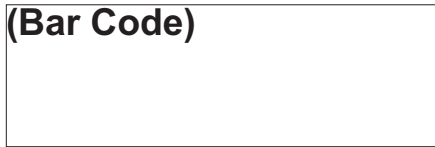


State of Hawai'i - Notice of Parking Infraction(s) In the District Court of the First Circuit (Bar Code)



CITATION NO.

1DTP-XX-XXXXXX

COMPLAINT: The undersigned officer, on behalf of Plaintiff State of Hawai'i, states that he/she has reasonable grounds to believe and does believe that on the date, at the time, and under the conditions indicated, the vehicle identified below was unlawfully parked in violation of the section(s) of the Hawaii Revised Statutes (HRS), the Revised Ordinances of Honolulu (ROH), and/or the Hawaii Administrative Rules (HAR) noted below.

VEHICLE INFORMATION form with fields for License Plate/VIN, State, Make, Model, Type, Color, Year, Name of Operator/Registered Owner(s), Operator License Number, State, Address of Operator/Registered Owner(s), and Companion Citation(s)/Notice(s).

DETAILS REGARDING THE INFRACTION(S) CHARGED form with fields for Date, Time, District, Beat, Location of Infraction(s), and Meter No.

ISSUING OFFICER: If citing for an Abandoned or Derelict Vehicle infraction, note the circumstances below. Otherwise, completion of DIAGRAM and COMMENTS sections are optional.

DIAGRAM - Vehicle should be represented by a symbol

COMMENTS section for providing additional details about the infraction.

PARKING INFRACTION(S) COMMITTED & MONETARY ASSESSMENT(S) PAYABLE (INCLUDING FEES)

- List of parking infractions and monetary assessments including HRS 291-57(a)(1), ROH 10-1.2, HRS 19-15.1-8, and HRS 19-15.1-9.

OTHER INFRACTION(S) table with columns for Section, Description, and Amount.

COMPLAINING OFFICER INFORMATION form with fields for Print Rank, First Initial, Last Name, ID No., Officer's Signature, and Date of Issuance.

NOTE TO DEFENDANT: Please read the instructions on the reverse side carefully, then complete and return your Answer to this Notice (tear-away flap on the preprinted envelope), along with any payment or written statement in support of your Answer, within 21 calendar days from the date of this Notice, either by mail, in person, via the Internet, or by telephone.

TOTAL DUE box for entering the total amount due.

State of Hawai'i - Notice of Parking Infraction(s) In the District Court of the First Circuit

IMPORTANT INSTRUCTIONS REGARDING YOUR NOTICE OF PARKING INFRACTION(S)

This Notice of Parking Infraction(s) (Notice) charges you with committing one or more civil traffic (parking) infractions. **YOU MUST ANSWER THIS NOTICE WITHIN 21 CALENDAR DAYS FROM THE DATE OF THE NOTICE by choosing Option 1, 2, or 3, below.** If you do not answer within 21 calendar days from the date of this Notice, the court will enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. If you fail to timely pay the default judgment, late fees and other costs will be assessed, your account may be referred to a collection agency, you may be charged for collection costs, and any state tax refund owed to you may be used to pay your obligations. The court may also order a registration stopper, preventing you from acquiring/renewing your motor vehicle registration, or from transferring title to the motor vehicle, until all obligations are paid in full. **YOU MUST TAKE ACTION WITHIN 21 CALENDAR DAYS FROM THE DATE OF THIS NOTICE TO AVOID ENTRY OF DEFAULT JUDGMENT AGAINST YOU.**

OPTION 1: ADMIT & PAY – If you admit committing the parking infraction(s), complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return it with the total amount due and your copy of this Notice. You may pay by mail, using the preprinted envelope; in person at any district court; via the Internet; or by telephone. A 3% convenience fee will be added for credit card payments and may be added for debit card payments. A \$15 service fee plus interest will be charged for dishonored checks and money orders.

- **By Mail** – Your Answer to Notice, payment, and copy of this Notice must be postmarked within 21 calendar days from the date of this Notice. **DO NOT SEND CASH.** Imprinted checks or money orders (U.S. dollars only, payable to “DISTRICT COURT”) and credit or debit cards (MasterCard & VISA) are accepted.
- **In Person** – Pay at any district court statewide within 21 calendar days. Counter service hours for Honolulu District Court, Traffic Violations Bureau, are 8:00 A.M. to 4:00 P.M. on Mondays, Tuesdays, Thursdays, and Fridays, and 8:00 A.M. to 9:00 P.M. on Wednesdays. Counter service hours for all other district courts are 8:00 A.M. to 4:00 P.M. Monday through Friday. All district courts are closed on state holidays. Cash, imprinted checks and money orders (U.S. dollars only, payable to “DISTRICT COURT”), and credit or debit cards (MasterCard & VISA) are accepted.
- **Via Internet** – Pay via the Internet at <http://www.courts.state.hi.us> (click on “Pay Fines”) within 21 calendar days. Credit or debit cards (MasterCard & VISA) are accepted.
- **By Telephone** – Call 1-800-679-5949 within 21 calendar days. Credit or debit cards (MasterCard & VISA) are accepted.

OPTION 2: DENY – If you deny committing the parking infraction(s), you may either (1) request a hearing and appear in person to contest the infraction(s), or (2) submit a written statement explaining the grounds on which you contest the infraction(s). In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this notice, and any written statement, within 21 calendar days, either by mail, using the preprinted envelope, or in person at any district court.

- **Contest In Person** – If you request a hearing to contest the infraction(s) in person, the court will notify you (or the registered owner of the vehicle) in writing of the date, time, and location of the hearing. You must appear at the hearing to explain the grounds on which you contest the infraction(s). If you want the issuing officer or any other witness present at the hearing, you

must request a subpoena from the district court at least 10 days before the hearing date, have the subpoena served, and pay mileage/witness fees required to effectuate service. If you fail to appear at the hearing, the court may enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. You will be notified of the judge’s decision after the hearing. If you disagree with the judge’s decision, you may request a trial.

- **Contest By Written Statement** – If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. You will be notified by mail of the judge’s decision. If you disagree with the judge’s decision, you may request a trial.

OPTION 3: ADMIT BUT EXPLAIN CIRCUMSTANCES

If you admit committing the parking infraction(s) but wish to explain circumstances, you may either (1) request a hearing and appear in person to explain circumstances, or (2) submit a written statement explaining the circumstances. In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days, either by mail, using the preprinted envelope, or in person at any district court.

- **Explain Circumstances In Person** – If you request a hearing to explain circumstances in person, the court will notify you (or the registered owner of the vehicle) in writing of the date, time, and location of the hearing. If you fail to appear at the hearing, you must pay the total amount of monetary assessments and fees indicated on this Notice. You will be notified of the judge’s decision after the hearing. **The judge’s decision is FINAL and cannot be appealed.**
- **Explain Circumstances By Written Statement** – If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. You will be notified by mail of the judge’s decision. **The judge’s decision is FINAL and cannot be appealed.**

IMPORTANT NOTE FOR JUVENILES UNDER AGE 18

Your parent or legal guardian must accompany you when appearing before the court and co-sign any payment or written statement submitted to the court.

ADDRESSES FOR THE DISTRICT COURT OF THE FIRST CIRCUIT

HONOLULU

Traffic Violations Bureau
1111 Alakea Street
Honolulu, Hawai'i 96813

WAHIAWĀ

District Court, Wahiawā Division
1034 Kilani Avenue
Wahiawā, Hawai'i 96786

KĀNE'OHE

District Court, Kāne'ohe Division
45-939 Po'okela Street
Kāne'ohe, Hawai'i 96744

WAI'ANAE (Nānākuli)

District Court, Wai'anae Division
87-1784 Farrington Highway
Wai'anae, Hawai'i 96792

'EWA

District Court, 'Ewa Division
870 Fourth Street
Pearl City, Hawai'i 96782



If you require an accommodation for a disability, please contact the Disability Accommodations Coordinator at (808) 538-5121, FAX: (808) 538-5233, TTY: (808) 539-4853, at least ten (10) working days before your proceeding, hearing, or appointment date.