

## Appeals Procedure

You have the right to appeal any judgment of the Burrillville Municipal Court to the appellate panel of the Rhode Island Traffic Tribunal.

You must then file a Notice of Appeal within 10 days with a fee of \$25.00

The appeals procedure requires a certification that a copy of the complaint has been served on the prosecution. All appeals will follow the rules and procedures provided by law: (the Administrative Procedures Act).

The appellate panel will review the record to determine if the judgment which was entered is in accordance with law. There will not be a new trial or evidentiary hearing unless remanded back to the trial court for further hearing.

### Good Driving Record (RI General Law 31-41.1-7)

If you have a good driving record you may request that your summons be dismissed upon payment of court costs by pleading guilty with a good driving record. You must appear in municipal court to request this procedure. "Good driving record" means that you have not received a moving violation within three years prior to the current violation and the violation cannot be a violation issued during involvement in a motor vehicle accident.

*Out of State drivers must go to the motor vehicle division in their home state and obtain a certified copy of their driver's record and bring it with them to court.*

If you meet the requirements and your plea under the Good Driver Statute is accepted by the Court, court costs of \$35.00 will be assessed.

TOWN OF BURRILLVILLE  
RHODE ISLAND

BURRILLVILLE  
MUNICIPAL COURT

1477 VICTORY HIGHWAY  
OAKLAND, RI 02858

PHONE: (401) 568-9494

FAX: (401) 568-9499

MAILING ADDRESS:  
P.O. Box 419  
Harrisville, RI 02830

***Note that the Burrillville  
Municipal Court is located in  
the Administration Building of  
the Burrillville Police  
Department***

BURRILLVILLE



MUNICIPAL  
COURT

*LARETO P. GUGLIETTA*  
ADMINISTRATOR

*LISA RABIDEAU*  
COURT CLERK

KNOW YOUR  
RIGHTS

This pamphlet is an explanation of your rights and the procedures followed by the Burrillville Municipal Court.

## You Have Been Charged With a Civil Traffic Violation

The ticket you received is a legal document charging you with a violation and serves as a legal summons for your appearance for a hearing. It states the offense, whether or not it is payable by mail, or if you must appear in municipal court.

What should you do?

1. Read the ticket carefully
2. Consider your options
3. Does the ticket state a fine?  
If it does you can pay by mail.
4. If there is no fine listed or the officer wrote hearing on the ticket in the fine box, you must appear in municipal court.
5. You may also appear in municipal court to contest the ticket if you feel you did not commit the violation.

If you must appear, or choose to appear in the Burrillville Municipal Court, you will be assessed court costs of \$35.00 per appearance unless dismissed by the Judge.

## Pay By Mail

### Benefits of Paying by Mail:

1. You will save money as there are no court costs assessed!
2. You do not have to appear in court!

Place the ticket in the envelope provided to you in which you can enclose a personal check, bank check, or money order payable to the ***Burrillville Municipal Court***. If you do not have this envelope, the mailing address is on the front of this flyer.

***Do Not make your check out to Rhode Island Traffic Tribunal if the front of the ticket has the Burrillville Municipal Court checked.***

***If you request a court appearance or must appear, and fail to do so, you will be found guilty by default and your driver's license will be suspended.***

IF A HEARING IS NOT REQUIRED, YOU MAY ALSO PAY THIS TICKET ***IN PERSON*** AT THE MUNICIPAL COURT MONDAY – FRIDAY FROM 8am – noon , and from 1pm – 4pm. PAYMENT MUST BE CASH, CHECK, OR MONEY ORDER ONLY – NO CREDIT OR DEBIT CARDS ARE ACCEPTED

### Arraignment

If you wish to appear for a hearing there will be an arraignment. At arraignment, you may admit the charge(s) or request a full hearing (trial) where evidence will be presented.

If you admit the violation, a judgment will be entered with a fine and \$35.00 court costs per violation. Payment will be required at that time.

If you plead not guilty, the matter will be continued to another date for trial.

## TRIAL

There is no continuance policy in effect. The trial date issued by the Judge during your arraignment is date certain. You will be required to appear along with any witnesses.

If, after you are found not to have violated the law, the matter will be dismissed and no money will be paid. You will have no record of a traffic violation.

If you are found guilty of the violation, a judgment enters and you will be ordered to pay fines and court costs.

### Payment of Fines & Costs

Fines, costs and assessments must be paid immediately.

If you are unable to pay at the end of the trial, a payment schedule may be established.

Failure to pay fines and costs will result in a loss of your driver's license and/or loss of your auto registration.

All payments on court night must be in the form of cash, check, or money order.

**NO DEBIT/CREDIT CARDS ARE  
ACCEPTED BY THIS COURT**