

## 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 can not be a violation issued during involvement in a motor vehicle accident. Drivers must possess a license for at least three years to qualify.

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.

## BURRILLVILLE



### TOWN OF BURRILLVILLE RHODE ISLAND

### BURRILLVILLE MUNICIPAL COURT

105 HARRISVILLE MAIN  
STREET  
BURRILLVILLE, RI 02830

PHONE: (401) 568 - 9494

FAX: (401) 568 - 9499

### MUNICIPAL COURT

LARETO P. GUGLIETTA  
ADMINISTRATOR

LORI CADIEUX  
COURT CLERK

---

---

## KNOW YOUR RIGHTS

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 violation 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!

Each ticket is, in-fact, an envelope in which you can enclose a personal check, bank check, or money order payable to the Burrillville Municipal Court.

***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.***

## **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.