APPENDIX U UNIFORM TRAFFIC TICKET - REVISED FEBRUARY 2007

	EXEMPLAR ENLARGED FOR C	ourt of Anytown reet	
	YOU ARE HEREBY SUMMONED TO APPEAR BEFORE THIS THIS COMPLAINT CHARGING YOU WITH THE OFFE	COURT TO ANSWER NEE LISTED	
	Drivers :: Lie no constant :: Exp. Date	State Commercial	
	THE UNDERSIGNED CERTIFIES THAT Name First Initial Last	Ucense (Please Print)	
	Address City State Zip Code	Felephone	
	Birth Date Eyes Sex Weight Height	Restrictions	
Red	Make of Vehicle Year Body Type Color Lic. Plate No. State Exp. Date	Commercial Vehicle Omnibus Hazardous Material	ADD NEW CHECK BOX
Box	Offense Month Day Year Date	Out of Service Time : AM Hour : PM	
	LOCATION C O D E Describe Location OF OFFENSE O D E Municipality Mun. Code		
	Any Town Any County (Offense) AND DID THEN AND THERE COMMIT THE FOLLOW (ONE CHARGE PER COMPLAINT) TRAFFIC OFFENSES - (Check One) – TITL		
	3-4 Unregistered vehicle 4-85 Impro 3-29 Failure to exhibit documents 4-97 Careli	per passing ess driving	NOTE TO VENDOR:
		re to tum re to stop or yield re to inspect	Please continue to print these violation numbers in this area.
	□ 3-76.21 Failure to wear seatbett □ 8-4 Failure □ 4-81 Failure to observe signal	re to make repairs	
Red Text	PENALTY SCHEDULE ON REVER	MPH 0 30-34 MPH	
	PARKING OFFENSE	C Double	
	OTHER TRAFFIC/PARKING OFFENSE (Des		
	THE UNDERSIGNED FURTHER STATES THAT THERE ARE JUST AND REASONABLE GROUNDS TO BELIEVE THAT YOU COMMITTED THE ABOVE OFFENSE AND WILL FLE THIS COMMITTED THE ABOVE OFFENSE AND WILL FLE THIS COMMITTED THE CARAGONA YOU WIT THAT OFFENSE	Day Year	
	Signature of Complaining Witness Officer ID. No.	8	DELETE "Truck"
Red Text	OURT APPEARANCE COURT Month Day Year REQUIRED Accident Property Damage Personal Injury Dest	Time: AM Hour: PM	REARRANGE THE CHECK BOXES
			ADD NEW CHECK BOX
	gr AREA Business School Resid ROAD Dry Wet Snow TRAFFIC Light Medium Heav VISIBILITY Clear Rain Snow	y i	BOLD RED TEXT FOR DEATH/SERIOUS BODILY INJURY ONLY
	Equipment [1] Helicopter T Pace T Speed Measurement Equipment Operator's Name Operator ID No.	Device III EBTD Unit Code	
	10-17-06 (rev 1/9/07) UT	T-1	

Court's Original Copy (White)

	OPTION B FRONT EXEMPLAR ENLARGED FOR CLARITY	
	COURT I.D. PREFIX TICKET NUMBER Municipal Court of Anytown 123 Main Street Anytown, N 00000	
	YOU ARE HEREBY SUMMONED TO APPEAR BEFORE THIS COURT TO ANSWER THIS COMPLAINT CHARGING YOU WITH THE OFFENSE LISTED	
	Exp. Date State Commercial License	
	Name First Initial Last (Please Print)	
	Address	
	City State Zip Code Telephone	
	Birth Date Eyes Sex Weight Height Restrictions	
	DID UNLAWFULLY (PARK) (OPERATE) A	
	Make of Vehicle Yeer Body Type Color Commercial Vehicle Committee	ADD NEW CHECK BOX
Red	Lic. Plate No. State Exp. Date C Hazardous Material Out of Service	ADD NEW CHECK BOX
DOA	Offense wereard Month Day Year Time : AM Hour : PM	
	LOCATION C O D E Describe Location	
	Municipality County Mun. Code Any Town Any County (Offense)	
	AND DID THEN AND THERE COMMIT THE FOLLOWING OFFENSE (ONE CHARGE PER COMPLAINT)	
	TRAFFIC OFFENSES - (Check One) - TITLE 39 3-4 Unregistered vehicle 4-85 Improper passing	
	3-4 Onlegistered value 4-25 Improper passing 4-25 Advised 4-25 Advised	NOTE TO VENDOR:
	D.L. or CREG. or CINS C4-124 Failure to turn	Please continue to print these
	3-33 Unclear plates 4-144 Failure to stop or yield 3-66 Maintenance of lamps 8-1 Failure to inspect	violation numbers in this area.
	3-76.2f Failure to wear seatbelt 8-4 Failure to make repairs	
	4-81 Failure to observe signal	
	LI4-98 Speeding MPH in aMPH Zone IN EXCESS OF SPEED LIMIT BY:	
Red	□1-9 MPH □ 10-14 MPH □ 15-19 MPH □ 20-24 MPH □ 25-29 MPH □ 30-34 MPH	NOTE TO VENDOR:
Text -		- OPTION "B" ONLY
	PARKING OFFENSE	Remove "PENALTY SCHEDULE ON REVERSE" wording.
	Overtime Meler No. Prohibited Area Double OTHER TRAFFIC/PARKING OFFENSE (Describe)	REVERSE wording.
	Statute No. Ordinance/Code No.	
	THE INDEREDUET PLATTINE SATES THAT THREE ARE MET NO REASONABLE CONTINUES THAT SUCCESSION TO THE ADVISION OF THE SUCCESSION OF THE SUCCESSION OF THAT SUCCESSION OF TH	
	Signature of Complaining Witness Officer's ID. No.	DELETE "TRUCK"
Red	COURT APPEARANCE COURT Month Day Year Time : AM	
Text	EQUIR APPEARANCE HOUT: PM Accident Property Damage Personal Injury Death/Serious Bodily Injury	REARRANGE THE CHECK BOXES
	2 AREA: Business: School: Residential: Rural E ROAD: 10 Juj: 11 Wet: Snow: 11 Ice TAFFIC: 10 Juj: 11 Medium: 11 Medium: 11 Meavy VISBUILTY: 10 Clear: 11 Rain: 11 Snow: 11 Fog	ADD NEW CHECK BOX
	Image: Second	BOLD RED TEXT FOR
	Equipment II Helicopter II Pace I Speed Measurement Device II EBTD	DEATH/SERIOUS BODILY
	Equipment Operator's Name Operator ID No. Unit Code	
	10-17-06 (rev. 1/9/07) UTT-1 Court's Original Copy (White)	

BENCH WARR	RGED FOR C								
Failed to Appear Date:/_									
Warrant Date:/ Ordered by: (Signature and Title of person issuing warrant)									
Bail Amount: \$ Set by	<i>i</i> .								
(Signature and title of person setting bail)									
Forfeited Return Reinst	ated / /								
□ Forfeited □ Return □Reinst	(Date) (Signatu	re of Judge)							
FIRST APPEARANCE, A									
F									
First Appearance Date:/	/ Arraignment Date	·//							
-	Defendant Desires	1							
By:	⊡Yes ⊡N	0							
Counsel assigned: 🗌 Yes 🗌 N	(If yes, name of c	ounsel)							
Counsel retained: Ves		ande beerkennen ander diese state Weite andere vana							
Counsel waived: Counsel waived:	No								
(If ye Name of Prosecuting Attorney:	es, name of Judge acce	epung waiver)							
Affiliation: Affiliation: Affiliation	ountv 🛛 State 🗆 O	ther (list)							
MISCELLAN	EOUS INFORMATION								
Additional Information and Jud	je's Notes:								
Adjournment Requested by:	Reason	То							
		, ,							
		·····							
See attached sheet for addit	ional Judge's notes or	other information							
G	OUR1 ACTION								
Complaint Amended to:									
Plea: 🛛 Guilty 🗌 Not Guilty	Date://	/							
Finding	Date:/	,							
		/							
🗌 Guilty 🔤 Gui	lty but Merged 🛛 🗌 N	/ lot Guilty							
🗌 If Guilty, Advi	sed of Right to Appeal	lot Guilty							
If Guilty, Advi	sed of Right to Appeal missed – Lack 🛛 🗆	lismissed —							
If Guilty, Advi Dismissed – Plea Dismissed – Plea Agreement Of F Dismissed – Pros. Dismissed – Pros.	sed of Right to Appeal missed – Lack C C Prosecution F								
If Guilty, Advi Dismissed – Plea Agreement of F	sed of Right to Appeal missed – Lack D Prosecution F missed – Rule D	bismissed – alse ID							
If Guilty, Advi Dismissed – Plea Agreement Dismissed – Pros. Dismissed – Pros. Discretion	sed of Right to Appeal missed – Lack C C rrosecution F missed – Rule C C \$ Cor	ismissed – alse ID)ismissed – Other							
☐ If Guilty, Advi ☐ Dismissed – Plea ☐ Dismissed – Pros. ☐ Dismissed – Pros. ☐ Dismissed – Pros. ☐ Dismissed – Pros. ☐ Dismissed – Costs	sed of Right to Appeal missed – Lack D rossecution F missed – Rule D \$ Cor SNS	hismissed – alse ID Dismissed – Other atempt \$ SF \$							
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ADD NEW CHECK BOX

EXEMPLAR ENLARGED FOR CLARITY

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		Name First	Ini	tial		Last		(Please	Print)				
		Address						• • • • •						
		City		State		Zip Cod	e	Teleph	one					
		Birth Date	Eyes	S S	θX	Weight	Heigh	t	Res	trictions				
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Red	٦.	Lic. Plate No.		State	Exp. D	ate		DH		is ous Mate Service	erial	-		ADD NEW CHECK BOX
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		3-4 Unregistered					4-85 Imp		ussing					NOTE TO VENDOR:
		3-29 Failure to ex	hibit d	ocuments		Ū	4-97 Car	eless dr	iving					Please continue to print these
		T D.L. or C RE	G. or	n INS			4-124 Fai	iure to t	um					violation numbers in this area
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		3-76.2f Failure to					8-4 Fai	ilure to r	nake r	epairs				
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		10-17-06 (rev 1/9/07					U	117-1		· · · · ·		j	L	
		Police Copy (B	lue)											

DISPOSITION OF CASE

DATES OF ADJOURNMENTS:	
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REASON:	
FROM:///	TO://
REASON:	
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10-17-06 (rev 1/9/07) Police Copy – Back (Blue)	UTT-1

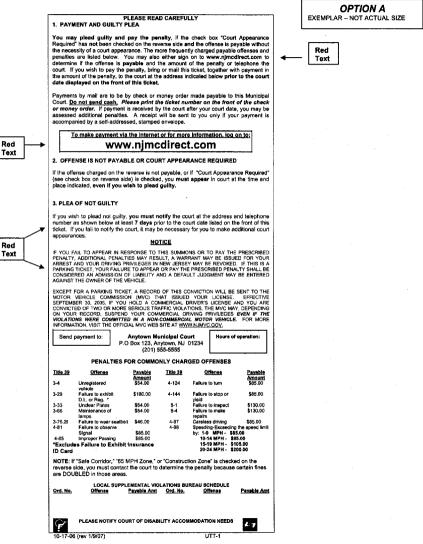
EXEMPLAR ENLARGED FOR CLARITY

	COURT I.D. PREFI		1	Municipal 123 Main S Anytown, I	itreet	-	5484970		
	YOU ARE HEREBY SU THIS COMPLU	IMMONED TO INT CHARGIN	APPEAR BE G YOU WITH						
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	Offense Monti	n D	ay Yea	ar	Time : Hour :		AM PM		
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	Any Town AND DID THE	Any County	COMMIT TH	ffense) E FOLLOV	ANG OFF	ENSE	24.04		
	TRA	(ONE CHARC				Naise (17.04			
	3-4 Unregistered veh	icle		4-85 Impi		ing		ſ	NOTE TO VENDOR:
	D.L. or C REG.			4-97 Can 4-124 Fail					Please continue to print these
	3-33 Unclear plates			4-124 Fail 4-144 Fail					violation numbers in this area
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[]	□1-9 MPH □ 10-14 MPH	IN EXCESS (9 MPH	D 30-34 MP	н		NOTE TO VENDOR:
Red	🗆 65 MPH Zone	C Safe	e Corridor	 19 4		ove "PENALTY SCHEDULE ON			
Text -	PEI	ALTY SCH	EDULE O		RSE		`	REV	ERSE" when using Option B Back
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	THE UNDERSIGNED FURTHER	STATES THAT THERE	ARE JUST AND	Month	Day	/ Yea	r -		
	REASONABLE GROUNDS TO BE ABOVE OFFENSE AND WILL FIL CHARGING YOU WITH THAT OF	LIEVE THAT YOU CO E THIS COMPLAINT I FENSE	IN THIS COURT						
	Signature of Complaining	g Witness		Office ID, No					DELETE "Truck"
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Text	COURT APPEARANCE REQUIRED	DATE	· .		. Hou	ur :	PM		REARRANGE THE CHECK
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	Ŭ.								DEATH/SERIOUS BODILY
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	10-17-06 (rev 1/9/07)				TT-1				ONLY
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DISPOSITION OF CA	SE
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OFFICER'S COMMEN (See Instructions on Co	
	
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	· ·
WIINESSES (NAME & ADDRESS)	SUBPOENA ISSUED
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10-17-06 (rev 1/9/07) Officer's Copy – Back (Yellow)	UTT-1

EXEMPLAR ENLARGED FOR CLARITY

		COURT I.D.	PREFIX		T NUMBE	1	unicipal 23 Main S nytown,	Street	•	own]	
		YOU ARE HERE THIS C	EBY SUI OMPLAI	MONED NT CHAR	to appe Ging to	AR BEF U WITH	ORE THI THE OF	8 COUI Ense i	RT TO LISTEI	ANSWER	1897 · · · ·	
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		3-4 Unregister					-85 lmp		ssing			
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		THE UNDERSIGNED FU REASONABLE GROUN ABOVE OFFENSE AND CHARGING YOU WITH	DS TO BEL	EVE THAT YO	DU COMMITT	ED THE	Month	, [Day	Year	1	
		Signature of Com					Office 1D. No		- T-	1	-	
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Text	-	COURT APPEA REQUIRED	RANCE	DATE	Month	Day	Year		lime : Hour :	AM PM		
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												BODILY INJURY ONLY
		10-17-06 (rev 1/9 Defendant's Co		rd Copy	(Buff)		U	11-1				



			OPTION B
	PLEASE READ CAREFULLY 1. PAYMENT AND GUILTY PLEA		EXEMPLAR - NOT ACTUALSIZE
	You may plead guilty and pay the penalty, if the check box "Court Appearance Required has not been checked on the reverse side and the offense is payable without the necessity of a court appearance. You may either sign on to www.njmcdirect.com the determine if the offense is payable and the amount of the penalty or telephone the court. If you wish to pay the penalty, bring or mail this licket, together with payment in the amount of the penalty, to the court at the address indicated below prior to the court date displayed on the front of this ticket. Payments by mail are to be by check or money order made payable to this Municipal Court <u>Do not send cash.</u> Please print the ticket number on the front of the check or money order. If payment is received by the court after your court date, you may be assessed addressed. A receipt will be sent to you only if your payment is accompanied by a self-addressed, stamped envelope.	4	Red Text
Red Text	To make payment via the Internet or for more information regarding this ticket, including the penalty amount please log on to: www.njmcdirect.com		
	OR		
	You may contact the Municipal Court directly at:		
	1 - (999) 999-9999		
	1		
	2. OFFENSE IS NOT PAYABLE OR COURT APPEARANCE REQUIRED		
	If the offense charged on the reverse is not payable, or if "Court Appearance Required" (see check box on reverse side) is checked, you must appear in court at the time and place indicated, even if you wish to place juilty.		
	3. PLEA OF NOT GUILTY		
_ x	If you wish to plead not guilty, you must notify the court at the address and telephone number as shown below at least 7 days prior to the court date listed on the front of this ticket. If you fail to notify the court, it may be necessary for you to make additional court appearances.		
Red	NOTICE		
Text	IF YOU FAIL TO APPEAR IN RESPONSE TO THIS SUMMONS OR TO PAY THE PRESCRIBED PENALTY. ADDITIONAL PENALTIES NAW RESULT. A WARRANT NAY BE ISSUED FOR YOUR ARREST AND YOUR DRIVING PRIVILEGES IN NEW JERSEY MAY BE REVOKED IF THIS IS A PARKING TOKET. YOUR FAIL UNE TO APPEAR OR PAY THE PRESCRIBED PENALTY SHALL BE CONSIDERED AN ADMISSION OF LIABILITY AND A DEFAULT JUDGMENT MAY BE ENTERED AGAINST THE OWNER OF THE VEHICLE		
	EXCEPT FOR A PARKING TICKET. A RECORD OF THIS CONVICTION WILL BE SENT TO THE MOTOR VEHICLE COMMISSION (MVG) THAT ISSUED YOUR LICENSE. EFFECTIVE SEPTEMBER 30, 2005, IF YOU HOLD A COMMERCIAL DRIVER'S LICENSE AND YOU ARE CONVICTED OF TWO OR MORE SERIOUS TRAFFIC VIOLATIONS, THE MVC MAY, DEPENDING ON YOUR RECORD, SUSPEND YOUR COMMERCIAL DRIVING PRIVILEORS EVEN IF THE WOLATIONS WERE COMMITTED IN A NON-COMMERCIAL MOTOR VEHICLE. FOR MORE INFORMATION, VISIT THE OFFICIAL MVC WEB SITE AT WWW.INMYC.GOV.		
	Send payment to: Hours of operation:		
	Anytown Municipal Court		
	P.O Box 123, Anytown, NJ 01234 (201) 555-5555		
	PLEASE NOTIFY COURT OF DISABILITY ACCOMMODATION NEEDS		
		J	
	10-17-06 (rev 1/9/07) UTT-1		

Defendant's Copy - Hard Copy - Back "Option B" (Buff)

ADMINISTRATIVE OFFICE OF THE COURTS

INSTRUCTIONS AND PROCEDURES FOR THE REVISED UNIFORM TRAFFIC TICKET (UTT-1) EFFECTIVE FEBRUARY 9, 2007.

TO JUDGES, DIRECTORS AND ADMINISTRATORS OF THE MUNICIPAL COURTS:

Attached are specimens of the revised form of the Uniform Traffic Ticket with accompanying instructions that are prescribed, effective February 9, 2007, pursuant to Rule 7:2-1(b)(1).

Effective July 1, 2007, only the attached revised forms of the Uniform Traffic Ticket (designated UTT-1) are authorized for use in all parking and other traffic matters. Please note that there are two options for the defendant's copy of the ticket. "Option A" maintains the traditional listing of payable amounts for the more common State or Local Violations. "Option B" eliminates the listing of payable amounts and provides guidance to defendants that they may either sign on to the internet or contact the municipal court to determine if the offense is payable and, if so, the payable amount.

The following INSTRUCTIONS TO MUNICIPAL COURT JUDGES are intended to facilitate the procurement and standardized use of this Uniform Traffic Ticket. These instructions are an integral part of this prescribed Uniform Traffic Ticket.

INSTRUCTIONS TO MUNICIPAL COURT JUDGES

I. USE OF THE UNIFORM TRAFFIC TICKET

Pursuant to <u>R</u>. 7:2-1(b), this revised form of the Uniform Traffic Ticket is intended for use in all parking and other traffic matters committed on and after FEBRUARY 9, 2007.

<u>Special Note:</u> The Uniform Traffic Ticket is not to be used when a private citizen is the complaining witness for complaints charging any parking or traffic offense. Rather, the Special Form of Complaint and Summons is to be used.

II. <u>CONTROL, RESPONSIBILITY, PURCHASE</u> AND INVENTORY

1. Municipal Courts

Each municipal court judge is responsible for the control of all Uniform Traffic Tickets used by local law enforcement officers, R. 7:2-1(b)(3). This includes Uniform Traffic Tickets issued by local agencies, such as parking authorities. Each municipal court judge (or court director or court administrator under the direction of the judge) shall arrange for the acquisition of the needed supply of the Uniform Traffic Ticket in accordance with county or municipal purchasing procedures. Upon delivery, the judge (court director or court administrator under the direction of the judge) shall inspect the tickets for correctness and note in the traffic ticket control record the date of receipt, the number of tickets received, and the first and last ticket number. Uniform Traffic Tickets are to be stored in a safe place, under the exclusive control of the court, until distributed for use by local law enforcement officers.

2. <u>State, County, Local or Other Authorized</u> Agencies

With the written authorization of and in the manner prescribed by the Administrative Director of the Courts, the head of any State, county, local or other authorized agency having law enforcement responsibilities may purchase, maintain records and control the distribution and use of this Uniform Traffic Ticket by their law enforcement officers.

3. Ticket Inventory

To assist the judge in periodically determining the quantity of forms to order, the appropriate officials of the county, municipality or other authorized agency responsible for law enforcement should be requested to project the number of forms that will be necessary for a 3-month period. In anticipation of future changes in the form of this Uniform Traffic Ticket, it is recommended that a municipal court, State, county, local or other authorized agency not maintain more than a 3-month supply.

III. SPECIFICATIONS AND PRINTING

1. General

The Uniform Traffic Ticket, in the form of the attached specimen, is to be top bound, numbered consecutively (alpha prefixes and suffixes are optional but recommended) and contain the following four parts: (1) the court's original copy, (2) the police copy, (3) the officer's copy, and (4) the defendant's copy. The "Court I.D." number should be pre-printed unless a modification is approved for multiple jurisdiction law enforcement agencies or other good cause in accordance with paragraph "i" below.

The following additional requirements also apply:

- a) The color of each part and the top to bottom binding sequence are as follows:
 - (1) Court's original copy White
 - (2) Police copy Blue
 - (3) Officer's copy Yellow
 - (4) Defendant's copy (hard copy) Buff
- b) The text of each part of this form is to be printed in black ink, except as noted in subsections c) and d) below. The shaded and bold text portions of the specimen are to be duplicated on all parts of the printed form.
- c) The following material is to be printed in red ink:
 - (1) The outline of the box labeled "Lic. Plate No." is to be outlined in red;
 - (2) The phrases "65 MPH Zone," "Safe Corridor" and "Construction Zone" and their corresponding check boxes located in the "TRAFFIC OFFENSES" section on the front of the Complaint-Summons;
 - (3) The words "Complaint-Summons" (Court's Copy), "Police Record," "Officer's Copy" and "Complaint Summons" (Defendant's Copy) at the top and bottom of the front of each copy of the Complaint-Summons;
 - (4) "COURT APPEARANCE REQUIRED" (language and check box) located in the NOTICE TO APPEAR section on the front of the Complaint-Summons;
 - (5) The text of the paragraph (not including the title) entitled, "PLEA OF

NOT GUILTY," located on the back of the defendant's copy;

- (6) The text (not including the title) under NOTICE located on the back of the defendant's copy; and
- (7) The language and box on the defendant's copy pertaining to the "New Jersey Municipal Court Direct" Internet Payment Project is to be printed in red ink and a bold font must be used. The reference to "www.nimcdirect.com" in paragraph 1 on the back of the defendant's copy must also be in red.
- (8) The text "Death/Serious Injury" should be bold red text.
- d) The consecutive ticket numbers and court identification number on the face of this Uniform Traffic Ticket may be printed in either red or black ink.
- e) The size of the forms shall be 4"x 9" (plus ½" for top binding into books).
- f) All tickets must be numbered consecutively. They should be bound in books of at least ten. It is also permissible for the municipal court to maintain a limited supply of unbound tickets that may, when necessary, be issued to law enforcement officers.
- g) Use only "No Carbon Required" paper.
- h) For the convenient reference of defendants, the UTT-1 Option A allows for an optional listing of frequently charaed local traffic and parking ordinance offenses and penalties to be printed on the back of the defendant's copy, provided that the court's Local Supplemental Violations Bureau Schedule, (in the form of the prescribed model order and approved by the Assignment Judge pursuant to R. 7:12includes those offenses and 4(c)). penalties.
- No modifications Modifications: i) or deviations may be made to the Uniform Traffic Ticket without the express written approval of the Administrative Director of the Courts. Any proposed changes should be submitted in writing to the Administrative Director of the Courts for review and approval.

2. Outside Cover Information

The following information must be printed on the back of the outside cover of each book of Uniform Traffic Tickets:

INSTRUCTIONS TO OFFICERS

A. GENERAL

- At all times be COURTEOUS, FAIR and HONEST. Remember that public opinion of traffic enforcement is judged almost entirely by your conduct.
- 2. When issuing every Uniform Traffic Ticket:

<u>DO</u> –

- ✓ Introduce yourself to the driver by saying, "I am (give your rank, name and the name of the enforcement agency you represent)."
- ✓ Ask for the driver's license, registration certificate and insurance identification card.
- ✓ Advise the driver of the offense committed.
- ✓ Advise the driver that you are going to issue a Uniform Traffic Ticket charging that offense.
- Ask for any additional information necessary to fill out the Uniform Traffic Ticket.
- ✓ Check the boxes "65 MPH Zone," "Safe Corridor" or "Construction Zone" when applicable to the offense charged.
- Always <u>check</u> the box "<u>Court</u> <u>Appearance Regulred</u>" in accordance with <u>R.</u> 7:12-4(d) in addition to checking the "Accident" and Personal Injury" boxes <u>if the offense involves an accident</u> resulting in personal injury.

In addition, the box for "Court Appearance Required" must also be checked if the charge involves: (1) speeding 40 MPH or more above the posted speed limit in any vehicle; (2) speeding 20 MPH or more above the posted speed limit in a "Safe Corridor" or "Construction Zone"; or (3) the following "serious traffic violations" in connection with the operation of a commercial vehicle (see <u>N.J.S.A.</u> 39:3-10.11):

- a) Excessive speeding 15 MPH or more above the speed limit.
- Reckless driving, including violations of <u>N.J.S.A.</u> 39:4-96.
- c) Improper or erratic traffic lane changes.
- d) Following a vehicle ahead too closely, including violations of <u>N.J.S.A</u>. 39:4-89.
- ✓ Always <u>charge only one offense per</u> <u>ticket.</u>
- ✓ Fill out the Uniform Traffic Ticket and hand it to the driver.

<u>DO NOT</u> -

- ✓ "Lecture" the driver.
- Quiz drivers on their knowledge of traffic laws.
- Indulge in personal remarks or altercations.
- In filling out a ticket, preferably use a ballpoint pen, applying steady pressure so that all copies will be legible. <u>Print</u> all information so that it is legible.
- 4. File the Uniform Traffic Ticket with the court without delay.
- 5. File the police copy in accordance with your departmental regulations.
- Keep your officer's copy in the event that your testimony in court is required.
- Give the defendant the hard copy of the Uniform Traffic Ticket. For parking offenses, the defendant's copy may also be affixed to the vehicle.

B. OFFICER'S COMMENTS (See back of Officer's Copy)

It is very important to fill in the OFFICER'S COMMENTS section provided on the back of the officer's copy of the Uniform Traffic Ticket. Use this space to describe briefly the circumstances of the offense. There are always one or more relevant comments that you should note. Include every fact which will assist you in testifying, including:

- Facts about speed, distance and course of travel or position of the motor vehicle.
- In careless or reckless driving cases, the details which indicate that such offense was committed.
- Statements by the driver and general attitude.
- Other helpful comments or observations.

3. INSIDE COVER INFORMATION

The following information must be printed on the inside cover of each book of Uniform Traffic Tickets:

A. RESPONSIBILITY FOR UNIFORM TRAFFIC TICKETS

In accordance with <u>R.</u> 7:2-1(b)(3), each municipal court judge is responsible for all Uniform Traffic Tickets issued to local officers and for the proper disposition of those tickets. The court is required to keep a control record for such tickets in accordance with the procedure prescribed by the Administrative Director of the Courts. To maintain these control records, officers must sign a receipt for the tickets issued to them and submit written reports on all tickets that are: (1) to be voided or corrected by the judge, (2) pocket worn or damaged and/or (3) lost.

B. ERRORS/MISTAKES

If the officer notes that an error has been made in writing the ticket, the officer should immediately stop writing the ticket. The officer may not cross out or erase any erroneous information. The officer should then write a new ticket and file both with the court. Both tickets should be stapled together, along with a separate signed statement explaining why the original ticket should be voided by the court. Pursuant to <u>R</u>. 1:13-1, only the court is authorized to correct clerical mistakes.

Therefore, no person may make any changes whatsoever in any part of the Uniform Traffic Ticket after the officer has started to fill it out. Amendments to tickets are within the sole province of the judge acting, when appropriate, in open court.

C. ADDITIONAL INFORMATION (OPTIONAL)

Additional information may be approved by the municipal court judge, State, county, local or other authorized agency head for printing on the top of the flap of each Uniform Traffic Ticket Book. Appropriate information might include:

- Information, including offenses and penalties, from the Statewide or Local Supplemental Violations Bureau Schedules.
- Frequently charged Title 39 offenses and penalties.
- Frequently charged traffic ordinance offenses and penalties.
- ✓ Calendars.
- Emergency telephone numbers.
- Schedule of court sessions.
- A list of payable offenses that require a court appearance if committed in a commercial vehicle.
- Other useful information for convenient reference.

IV. COMMENTS OR SUGGESTIONS

Any comments concerning the contents of this form or suggestions for its improvement will be welcomed and are encouraged. They may be forwarded to the:

ADMINISTRATIVE OFFICE OF THE COURTS R.J. Hughes Justice Complex Municipal Court Services Division Court Operations P.O. Box 986 Trenton, New Jersey 08625

V. APPROVED:

/s/ Philip S. Carchman

Philip S. Carchman, J.A.D. Administrative Director of the Courts