

The City of  
**NORMAN**  
**Municipal Court**  
 201 W. Gray St., Bldg. B  
 Norman, OK 73069  
 405/366-5325



# Understanding Your Citation

You have received a citation in the City of Norman.

The citation you received is a legal document charging you with a violation of a municipal ordinance. It requires you to take certain action. The information in this brochure is provided to help you make appropriate decisions related to your citation.



## NORMAN MUNICIPAL COURT

Public Counter Operations

8:00 a.m. to 5:00 p.m.

Monday – Friday  
 (excluding holidays)



Drop box available in outer lobby for 24 hour access.

## What should you do if you receive a traffic or criminal citation?

### Answering the Charge

On traffic citations, the date to appear is the date written at the bottom of the citation above your signature. On non-traffic citations, you have five (5) days from date of issuance to appear. If you choose to answer the charge in court, you must appear on or before the date at the bottom of the citation to docket the case for arraignment. If you are pleading guilty or no contest, you have the following options:

#### ✦ Pay in Person

201 West Gray St., Bldg. B  
 City Hall complex area between  
 Gray Street and Andrews Park

Note: Please wait 24 hours from the time you receive your citation before appearing at Municipal Court. The Court will not have your original citation and will be unable to process any transaction.

#### ✦ Pay On-Line

[www.normanok.gov/content/online-citation-payments](http://www.normanok.gov/content/online-citation-payments)

#### ✦ Pay by Mail

Enclose a copy of your citation and indicate a plea. Write the citation number on your check or money order, payable to the City of Norman, and mail it to the address listed on the front of this brochure. (DO NOT MAIL CASH)

#### ✦ Drop Box

Follow the same instructions as payment by mail except place the envelope in the drop box located in the outer lobby of the court.

**Forms of Payment:** cash, check, money order, cashier's check, MasterCard, Visa, or Discover.

## TRAFFIC OFFENSES SCHEDULE OF FINES (including costs)

Violation	Amount
Improper Equipment	\$ 94.00
Improper Registration	\$ 99.00
Seatbelt Violation	\$ 20.00
Child Restraint	\$ 124.00
Excessive Speeding (except in School Zone)	\$ 124.00
Clocked Speeding	\$ 5.00 per mile over posted speed limit, <b>plus \$74 costs</b> (maximum \$274)
Violations Resulting in ACCIDENTS	\$174.00
Careless/Failure to Devote	\$174.00
Failure to Stop at Stop Sign	\$174.00
Disregarding RR Signal	\$174.00
Texting while Driving	\$174.00
School Zone Violations	\$274.00
Construction Zone Violations	\$274.00
Racing on Highways	\$274.00
Failure to Yield to Emergency Vehicle	\$274.00
3 <sup>rd</sup> or subsequent moving offense w/in 12 months	\$274.00
1 <sup>st</sup> Offense Only:	
Transporting Open Container	\$224.00
Driving Under Suspension	\$274.00
Insurance	\$274.00
ALL OTHER VIOLATIONS	\$124.00
	<b>except</b> those listed below

### BOND SCHEDULE:

Reckless Driving	\$309.00	
IF ACCIDENT INVOLVED		\$359.00
Leaving Accident Scene		\$259.00
Allowing Unauthorized Person to Drive	\$209.00	
IF ACCIDENT INVOLVED		\$259.00
Passing a School Bus	\$209.00	
IF ACCIDENT INVOLVED		\$259.00
Eluding a Police Officer	\$209.00	
IF ACCIDENT INVOLVED		\$259.00
Driving Under Suspension	\$309.00	
IF ACCIDENT INVOLVED		\$409.00
DUI / DWI / APC (incl. PCR)	\$904.00	
IF ACCIDENT INVOLVED		N/A

## NON-TRAFFIC OFFENSES SCHEDULE OF FINES (including costs)

ADULT Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
Aiding or Abetting	\$274.00	\$324.00
Public Intoxication	\$274.00	\$374.00
Persons under 21 Entering Where Alcohol Sold	\$274.00	\$324.00
Possession of Alcohol	\$274.00	N/A
Attempts by Minors to Purchase Alcohol	\$274.00	N/A
Furnishing Tobacco	\$174.00	\$274.00
Health & Safety Article 1 & 5	\$274.00	N/A
Smoking in Park	\$ 84.00	\$ 84.00
Animal Control (Excluding Abandonment, Cruelty, Nuisance, Dangerous, Classified, Bite, Impoundment, Permit)	\$274.00	N/A
Sign Code (Chapter 18)	\$274.00	\$324.00
Off-Street Parking	\$274.00	\$274.00
Failure to Appear	\$274.00	N/A
Possession of Marijuana	\$279.00	N/A
Begging	\$274.00	\$324.00
Adults Permitting Curfew	\$274.00	\$324.00
Adults Permitting Truancy	\$274.00	\$324.00
Unauthorized Use of Refuse Container	\$274.00	\$324.00
Sutton Urban Wilderness	\$274.00	\$324.00
Outraging Public Decency	\$274.00	\$324.00
JUVENILE Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
Curfew	\$274.00	\$324.00
Tobacco	\$174.00	\$274.00
Littering	\$274.00	\$324.00

Note: Juveniles are required to answer all other violations in court.

Third and subsequent listed non-traffic offenses may be paid at the maximum fine allowed by law. Offenses not listed above require a court appearance.

---

## Entering a Plea

If you signed the citation(s) you did not plead guilty, but only signed a promise to appear. Whether you choose to pay the citation administratively or request an arraignment date, you must enter a plea. You may enter one of three pleas: 1) "Not Guilty," 2) "Guilty," and 3) "Nolo Contendere." **Your decision on what plea to enter is the most important decision you will have to make.** Whether you feel that you are guilty or not, we suggest that you read the following explanations of all three types of pleas before making your decision.

**A plea of not guilty** at your arraignment indicates you wish to contest the charge and the following procedures will apply.

The Judge will set a bond and upon posting bond a **trial date** will be set. Bond will not exceed the maximum allowed by law.

At the time of the trial the City has the burden of proving its case against you. The law does not require you to prove anything. You have the right to hear the City's evidence and question their witnesses. You will also be given an opportunity to present testimony and any evidence to aid in your defense.

**By a plea of guilty** you admit that you committed the act charged, that the act is prohibited by law, and that you have no defense for your act. If you were involved in a traffic accident at the time of the alleged offense, your plea of guilty could be used later in a civil suit for damages as an admission that you were at fault or were the party responsible for the accident.

**A plea of "nolo contendere"** (no contest) means you do not contest the City's charge against you. It is not an admission by you that you are guilty, but it will be recorded as a conviction on your record. Also, a plea of no contest cannot be used against you in a civil suit for damages as can a plea of guilty.

Pleas of guilty and no contest as set forth above may be made administratively (at the counter) as well as at arraignment before a judge. A plea of not guilty as explained previously may only be made before a judge.

---

## Attorney Representation

Every defendant charged with a violation of a city ordinance has a right to be represented by an attorney. If you are represented by an attorney, the attorney can be present during any and all proceedings.

---

## Driving Without a License

If you have been charged with Driving Without a License and you have proof that you had a valid license on the date and time of the offense, you must bring proof to the Court at 201 W. Gray, Bldg. B, Norman, OK, on or before your court date and upon proper proof of license, the charge may be dismissed without costs. Thereafter, costs of \$55 will be assessed.

---

## Insurance Tickets

If your insurance was valid at the time your citation was issued, simply present the original verification form covering the date of the citation at our public counter by your appearance date and the

citation will be dismissed without costs. Thereafter, costs of \$55 will be assessed. If you obtained insurance after you received your citation, the case will not be dismissed.

---

## Requesting a Continuance

If you have appeared on the citation and scheduled an arraignment date, you may request a continuance 48 hours prior to your scheduled **arraignment** date if the reason for the request is an emergency or hardship. A bond may be required to continue a case.

Only a judge of the Court may approve requests for continuances of cases set for **trial**.

---

## Failure to Appear

WARNING AND NOTICE: If you fail to honor your signed promise to appear or otherwise fail to satisfy the charge on or before any arraignment time specified by the Court:

1. A FAILURE TO APPEAR charge will be filed against you;
2. A WARRANT will be issued for your arrest;
3. Your driver's license will be suspended, either in Oklahoma or in your home state under the Non-Resident Violator Compact; and
4. Your license will remain suspended until the charge is released by the Court and a driver's license reinstatement fee is paid.
5. Cases in warrant status may be referred to a law firm for collection resulting in a 25% increase in the amount due.

---

## Deferred Sentencing (Probation)

If this is your first offense, there is the possibility of being placed on a deferred sentence (probation) without having to appear before a judge. When you appear at the public counter a deputy court clerk will inform you if your case and/or your record qualifies you for this option.

---

## Interpreters

If you require an interpreter, including American Sign Language, please notify the Court when you schedule your arraignment date.

---

## Department of Public Safety

For information regarding the status of your driver's license, contact the Department of Public Safety at 425-2059.

---

## Telephone Information

Telephone staff is available during the work day to answer questions about your citation. Call 366-5325 between 8:00 a.m. and 5:00 p.m. Monday through Friday.

TDD 329-3323

---

## Web Site

Visit our web site at  
[www.normanok.gov](http://www.normanok.gov)