

TRAFFIC COURT – COMMONLY ASKED QUESTIONS

Question	Answer
1. Is Traffic Court Open now?	<ul style="list-style-type: none"> • If you have a scheduled trial or are a witness at a trial, you will be required to attend at the Courtroom designated for the trial. • For all other matters, you are required to contact the designated court office by telephone or email. • The Traffic Court Counter is physically closed to the public unless you have a ticket with a mandatory court appearance. There is no Crown available at the court office for you to speak to.
2. What are my options for dealing with my ticket(s)?	<p>You may contact the court office by email or phone to:</p> <ul style="list-style-type: none"> • enter a guilty plea when penalty is specified, and request time to pay; • reserve your plea on mandatory appearance tickets; • reserve your plea if you wish your matter to be reviewed by the Crown for possible resolution; • enter a not guilty plea by checking off <u>Option 2</u> on the back of your ticket and mailing the ticket to the court address noted on the reverse of the ticket; • Your plea of not guilty must be received by the court office by 3:30 p.m. on or before your scheduled appearance date; • A trial date will be scheduled and the notice will be sent to you in the mail (to the address on the ticket). If you have a new address please provide it along with your not guilty plea;


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<p>2. What are my options for dealing with my ticket(s)? (cont'd)</p>	<p>You may pay your ticket by:</p> <ul style="list-style-type: none">• Paying online (service fee temporarily waived) https://www.albertacourts.ca/pc/resources/pay-fines• Paying at a Registries office (with an additional service fee). Most registries will require a copy of your ticket or ticket number to process your payment.• Sending a cheque or money order to the Provincial Traffic Production Centre at 601-5th St. S.W., Calgary, AB T2P 5P7. Please indicate your ticket number on the back of the cheque or money order. <p>You must take the right steps to ensure you comply with your obligations under the law. Failure to do so could result in you being convicted in absence or a warrant issued for your arrest.</p>
<p>3. Can I pay my ticket at the courthouse?</p>	<ul style="list-style-type: none">• You can only pay your ticket at the courthouse if you are making a <u>partial payment</u>.• Otherwise you may pay your ticket by:• Paying online (service fee temporarily waived) https://www.albertacourts.ca/pc/resources/pay-fines• Paying at a Registries office (with an additional service fee). Most registries will require a copy of your ticket or ticket number to process your payment.• Sending a cheque or money order to the Provincial Traffic Production Centre at 601-5th St. S.W., Calgary, AB T2P 5P7. Please indicate your ticket number on the back of the cheque or money order

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<p>4. How much does it cost me to pay online?</p>	<ul style="list-style-type: none"> As of April 21, 2020, the Government of Alberta has temporarily waived the service fee for online fine payments. When Traffic Court resumes normal operations the \$3.00 fee per ticket will apply again.
<p>5. What do I do if I have issues or an error occurs when trying to make my payment online?</p>	<ul style="list-style-type: none"> Please contact the program at 1-844-643-2788 or by email at myalberta.eservices@gov.ab.ca for assistance.
<p>6. How much will it cost to pay at Registries?</p>	<ul style="list-style-type: none"> Between \$6 and \$9 plus GST per ticket Most registries will require a copy of the ticket or ticket number in order to process your payment.
<p>7. Are the Registries closed?</p>	<ul style="list-style-type: none"> Most Registries have re-opened but may be operating with reduced hours. Call the registry office before visiting to ensure it is open: http://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm
<p>8. Can I make a partial payment on my fine?</p>	<ul style="list-style-type: none"> You CAN NOT make partial payments online Partial payments can be made by mailing a cheque or money order to the Provincial Traffic Production Centre at 601-5th Street SW Calgary, AB T2P 5P7. Please indicate your ticket number on the back of the cheque or money order.

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<p>9. On my ticket it just says “Court” instead of a fine.</p> <p>What do I do?</p>	<ul style="list-style-type: none"> • This is a mandatory court appearance ticket. • If you wish to plead guilty to the charge, you must contact the court office noted on your ticket to schedule a court date and time for appearance. • If you do not contact the court office on or before the date listed on your ticket, there could be a warrant for your arrest.
<p>10. Can I speak to First Appearance Crown to ask for a reduction?</p>	<ul style="list-style-type: none"> • Please note that the Alberta Crown Prosecution Service is no longer offering alternative resolutions or reductions on photo enforcement tickets (speeding or red-light cameras) where there are no demerit points associated. • There are no prosecutors physically present in the courthouse to speak to. • You may send an e-mail to the court office where your ticket is filed and request to communicate with the Crown regarding your ticket. Your e-mail may be reviewed by a prosecutor before your next scheduled court date. Please include a number where you can be contacted at in your email. • If you have not heard from a prosecutor prior to your next scheduled court date, you must contact the court office. • For further information: <p>https://albertacourts.ca/pc/resources/announcements/covid-19-pandemic-planning-for-the-scheduling-of-matters</p> 

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<p>11. What can I do about my ticket that is set for trial in the future?</p>	<ul style="list-style-type: none"> You must attend at the courthouse on your scheduled trial date. Failure to do so may result in a conviction in your absence, or a warrant issued for your arrest.
<p>12. Has the ticket been quashed or withdrawn since the Court is closed?</p> <p>Can you delete my ticket?</p>	<ul style="list-style-type: none"> NO - Tickets are not being quashed, withdrawn or deleted due to the COVID-19 situation. Please refer to the website at: https://albertacourts.ca/pc/resources/covid/covid-19-traffic-court
<p>13. What can I do if I need more time to pay my fine?</p>	<ul style="list-style-type: none"> Please call or email the court office where your ticket is located and your request will be addressed by a Justice of the Peace on the date when your fine was due. Please provide a phone number and email address that you can be reached at with your request.
<p>14. How do I book a trial date?</p>	<ul style="list-style-type: none"> You may enter a not guilty plea by ticking off Option 2 and signing the back of your ticket, and mailing it to the court address noted on the back of your ticket; or you can email the court office named on your ticket. Your plea of not guilty must be received by the court office by 3:30 p.m. on or before your scheduled court date. A trial date will be scheduled and the trial notice will be sent to you in the mail (to the address on the ticket). If you have a new address please provide it along with your not guilty plea.

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<p>15. What do I do if my ticket is past due, I didn't get a copy of the ticket and I need registry services?</p>	<ul style="list-style-type: none"> You may complete an Affidavit on Application to Set Aside a Conviction. Scan and email the sworn affidavit to the court office noted on the back of your ticket. The application will be dealt with by a Judge / Justice of the Peace in chambers. If you are having difficulty trying to find a Commissioner for Oaths or Notary Public to swear your affidavit you may contact the court office and make arrangements to have the affidavit sworn by telephone. You will be required to scan a copy of the completed affidavit, a copy of the front of your Government issued ID (driver's license) to the court office and provide a telephone number you can be reached at.
<p>16. I heard the Court House was closed and I did not know I had to contact the Court. I have now been convicted in my absence. Now what?</p>	<ul style="list-style-type: none"> You may complete an Affidavit on Application to Set Aside a Conviction. The Affidavit must be completed within 15 days of when you became aware of your conviction.
<p>17. I have completed an Affidavit on Application to Set Aside a Conviction and now I would like to pay it. I have tried to pay on-line at</p> <p>https://www.albertacourts.ca/pc/resource/s/pay-fines</p> <p>It says that there is an error and there is no outstanding fine. What do I do?</p>	<ul style="list-style-type: none"> You may e-mail the court location indicated on your ticket and advise that you wish to plead guilty to the ticket and request time to pay. The court will accept the guilty plea and give time to pay. Please note that it may take up to 72 hours for your ticket to be updated on-line.

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<p>18. I now have a late penalty on my ticket. Will the penalty continue to increase?</p>	<ul style="list-style-type: none">• No – the late penalty is a one-time late fee of \$20 or \$20% of your fine, whichever is greater.
<p>19. How can I get Registry services? I cannot afford to pay my fine.</p>	<ul style="list-style-type: none">• Registry services are restricted until all late tickets are paid in full.

For further information and updates please visit our website at: <https://www.albertacourts.ca>

