

FREQUENTLY ASKED QUESTIONS

1. How do I make payments other than in person? What is NJMCdirect?

Payments can be mailed to the Municipal Court of Irvington, Public Safety Building, Civic Square, Irvington, NJ 07111 or if applicable (payable traffic fines) by going to njmcdirect.com. NJMCdirect is a fast, secure and convenient way to access and pay (payable) traffic tickets online. Payable traffic tickets must be paid by the date listed on the bottom of the summons unless checked as Court Appearance Required. If you wish to have a receipt for payments made by mail, you must enclose a self-addressed envelope with a note indicating that you want a receipt mailed to you. Receipts for payments made via NJMCdirect can be printed from the site.

2. Can I pay all court fines online?

Criminal matters, special complaint summonses (starting with SC) involving town ordinance matters (other than payable traffic offenses), traffic tickets involving mandatory court appearance violations and outstanding warrants **cannot** be paid through NJMCdirect. All payable electronic tickets (starting with E and two numbers) can be paid on line the same day as received.

3. What information do I need to pay for a ticket or traffic time payment order online?

You will need the Irvington Municipal Court Code (0709) the ticket series (i.e. E13) the ticket number (i.e. 012345) and the license plate number that the ticket was received on.

4. What methods of payment does NJMCdirect accept? Will I incur additional fees for paying online?

NJMCdirect accepts VISA and MasterCard or any card that contains the VISA or MasterCard logo. There is a convenience fee for paying fines through NJMCdirect. If the fine is under \$ 40.00, the fee is \$ 1.00. If the fine is from \$ 41.00 to \$ 87.00, the fee is \$ 2.00. If the fine is from \$ 88.00 to \$ 200.00, the fee is \$ 3.00. If the fine is more than \$ 200.00, the fee is \$ 4.00.

5. How do I enter a plea of not guilty or schedule a court date to plead guilty with an explanation on traffic matters?

In order to enter a plea of not guilty on a traffic summons, or appear in court you must do the following:

1. On payable traffic matters, appear in person at the Violations Bureau with photo identification to receive a court date, or contact the Violations Bureau (973-399-6228, 6672, 3, 6695, and 6677) so that staff can schedule the matter(s) for court. Note: Your new court date may not be the same date as listed on the bottom of the summons.
2. On mandatory court appearance traffic matters, appear in court on the date and time indicated on the bottom of the summons. If you have multiple summonses, and you want to have all summonses heard by the Judge you must contact the Violations Bureau (973-399-6228, 6672, 3, 6695, and 6677) and advise them of all tickets that you wish to be heard on. They will have all summonses available for the Judge when you appear in court. Failure to comply may result in some matters heard by the Judge and other matters (not scheduled) and adjourned to a new court date.

3. Note: All traffic first appearance matters are normally scheduled for the 5:30 pm Monday through Wednesday court session. A request may be made for an alternate 9:00 am Monday through Friday court session.

6. How do I re-schedule a court date on a criminal matter or a town ordinance matter charged on a special complaint summons?

All requests for adjournment must be at least seven (7) days prior to the court appearance date, otherwise an appearance may be required for a request to be made to the Sitting Judge. Requests may be made in person (with photo identification), via telephone (973-399-6674, 5, 6) or by facsimile (973-399-6746). All criminal and town ordinance matters (charged on special complaint summonses) are scheduled for 9:00 am Monday through Friday court sessions only. These matters will not be scheduled for an evening court session. All requests made after the seven (7) days must be submitted in writing either in person or by facsimile 973-399-6746. The matter will be reviewed by the Judge and you must contact the Court (973-399-6672, 3, 4, 5, 6, 7) if you do not receive a written/verbal response.

7. What do I do if I need an attorney?

You may hire your own attorney. On certain offenses a public defender may be assigned by the Judge for a fee. You must meet income eligibility guidelines which can be found on the Judiciary website. (<http://www.judiciary.state.nj.us/index.html>). You must make a request while you are before the Sitting Judge and complete the (5A) form. The Sitting Judge will review the completed form, may ask additional questions or require you to provide proof of information stated. All fees must be paid prior to the court date unless otherwise indicated by the Sitting Judge.

8. What happens if I do not pay a traffic ticket by the date on the bottom of the summons?

Failure to appear notices are generated by the Court on a weekly basis if a payable traffic ticket has not been paid by the date listed on the bottom of the summons. Once the Failure to Appear Notice is generated an additional \$ 10.00 cost is automatically added to the total owed. If the ticket is not paid by the date indicated on the notice a notice of proposed license suspension will be generated and an additional \$ 15.00 cost is automatically added to the total owed. Failure to pay by the date indicated will result in additional costs and possible suspension of driver's license and or registration privileges.

9. What can I do if I missed my court date?

If you missed a court date on a mandatory traffic offense, a criminal matter and or a special complaint summons charging you with an ordinance offense there is likelihood that a warrant has been ordered by the Judge. If a warrant has been issued you must post bail, receive a ROR from a judicial officer or remain in custody until the next available court date.

10. I reside outside of New Jersey. What do I do if a warrant has been issued?

If a warrant has been issued you may go to your local police department and post bail or you may submit a request in writing to the Chief Judge (Anthony R. Atwell) for consideration. The matter will be scheduled before a

Sitting Judge/Prosecutor for review. The warrant will **not** be recalled unless authorized by a Judge or judicial officer.

11. How/where/when is bail returned?

Bail is returned to the surety (the person posting the bail) (in check only) upon disposition of the matter, providing that the surety is not the defendant and owes fines on the matter. If the defendant posted the bail and owes fines on the matter, the bail will be held until fines are paid in full unless otherwise authorized by a Judge. The bail may be used to pay the fines. Bailer must come to the Violations Bureau and authorize to apply bail moneys towards the fines owed or may submit a certification in writing by facsimile (973-399-6746) authorizing same. If the bailer is not the defendant, the bailer will be able to receive their bail money (in check only).

Bail is returned to the surety (in check only) upon disposition of the matter in person or by mail. All refunded bail check information is entered electronically (via positive pay) the day the check is written and forwarded to our financial institution. Checks will not be authorized for cashing by our financial institution (Investors) until after 12:00 noon the following day the check is written. To receive bail moneys (check only) in person you must come to the Violations Bureau on Monday thru Friday between the hours of 9:00 am to 4:00 pm with photo identification and your bail affidavit/receipt.

All other bails that are eligible for refunding are mailed to the surety at the address on the bail affidavit by the end of the month. All checks must be cashed within one hundred and eighty (180) days. Failure to cash check will result in the issuance of a stop payment on the check and the moneys forwarded to the Township Treasurer as "unclaimed".

12. How can I have a bail that is forfeited by the Judge reinstated if I am not the defendant? If I am the defendant and appeared in court or paid by fines?

Bailers who are/are not the defendant and the bail was forfeited may make an application to the Judge to have the bail reinstated by appearing at the Violations Bureau (on traffic matters) or the Criminal Department (on criminal and town ordinance SC summonses) or by submitting a "REQUEST TO HAVE FORFEITED BAIL REINSTATED" form to the Chief Judge. Forms may be requested in person, via telephone, or via mail. Note: All matters must be disposed (includes payment of fines, etc.) if you are the defendant.

13. How can I have my bail applied to pay for my fine?

To have a bail applied to a parking or traffic fine (that is payable), a bail waiver form must be completed by the Surety (person who posted the bail).

14. How do I find out about points?

Municipal Courts do not assess points. You will have to contact the New Jersey Motor Vehicle Commission or go to: www.njmvc.gov for this information.

15. Can I appeal a Judge's decision?

You have the right to appeal the decision of a municipal court Judge within twenty (20) days of your being found guilty. You may obtain the forms to file your appeal contained in the packet "How to Appeal a Decision of a Municipal Court" in person at the Municipal Court, or online on this website under "Important Links for Users". If

you would like to pick up appeal papers in person, you may do so by coming to the Irvington Municipal Court Criminal Department. You must inquire as to the filing fees and deposits for a transcript.

16. How do I receive a disposition of a court matter?

All requests for dispositions must be placed in writing. You may personally bring in the request, mail the request or fax the request. A certified disposition without a court seal is five dollars (\$ 5.00). A certified disposition with the court seal is ten dollars (\$ 10.00). Dispositions will not be released until the fee is paid. Dispositions may be mailed or picked up in person. Dispositions will not be faxed (unless government agency).

17. Where can I find information regarding a local ordinance?

Information regarding local ordinances is available online at the township's web site, which is www.irvington.net.

18. Where can I find information about a motor vehicle or criminal statute?

Information regarding motor vehicle and criminal statutes are available online at the New Jersey Legislature's web site, located at www.njleg.state.nj.us.

19. Is parking available at the Court? Is the Court handicapped accessible?

Sometimes (especially after 5:00 pm) you may find free parking in front of the Municipal Building or across the street from the Municipal Building and Police Department. The Municipal Court is located to the left of the Municipal Building and in the rear right side of the Police Department. Additionally, there is a public parking lot down the street from the police department (2nd lot) that is accessible for a cost. The entrance of the Municipal Court and the courtroom is handicapped accessible. The rest rooms are not handicapped accessible. Please contact the Court if you require special arrangements due to a handicap.

**20. Who can I contact regarding a concern, complaint or suggestion for improvement that I have about the Court?
Who can I contact regarding a positive interaction or experience I had with the Court?**

We welcome your feedback. You may contact the Court Director or the Court Administrator by telephone or in writing.