

What to do if you receive a Notice of Violation

How much is the civil penalty?

The civil penalty is \$75.00 for each offense. After the due date, a late fee of \$25.00 will be added to the civil penalty.

How much time do I have to pay my Notice of Violation?

If your payment is not received or a hearing is not set prior to the due date indicated on your notice, a \$25.00 late fee may be added to the \$75.00 fine amount.

What are my options after I receive a Notice of Violation?

Once you have received a Notice of Violation, you have the following four options.

1. Pay the civil penalty.

- **Pay Online.** Log on to www.ViolationInfo.com by entering your Notice number and Pin number shown in the red box on the front right of your notice. Click the Pay button.
- **Pay by Mail.** Mail your check or money order (payable to the City of Burleson) in the enclosed envelope along with the coupon printed at the bottom of the reverse side of the notice. The mailing address for the payment processing center is:
City of Burleson
Automated Red Light Enforcement
P.O. Box 742503
Cincinnati, OH 45274-2503
- **Pay by Credit Card.** Call toll free 1-866-790-4111 between the hours of 9:00 a.m. to 6:00 p.m. CST.

2. Contest the Notice of Violation.

You may request an adjudicative hearing in writing on or before the due date listed on the top and bottom right of your notice of violation. To do so, remove the coupon located at the bottom of the Notice of Violation, sign the back and mail it in the enclosed envelope.

3. Submit a Declaration of Non-liability stating you were not driving the car.

You may only submit a Declaration of Non-liability if at the time of the violation one of the following was true:

1. Vehicle was stolen (must provide police report)
2. Vehicle was sold (must provide valid proof of sale)
3. Your company is in the business of leasing or renting vehicles and the vehicle was leased or rented at the time of the violation (must provide lease or rental agreement)
4. You are a company and the vehicle was being used by your employee or other authorized personnel (must provide full name and address of driver)

You may obtain an Declaration of Non-liability by visiting www.ViolationInfo.com. This Declaration must be filled out accurately and in its entirety, and it must be notarized. Mail the Declaration and pertinent information to: City of Burleson, Violation Processing Center, 209 W. Main St., Mesa AZ 85201.



ViolationInfo.com

Enter your Notice # and Pin #, then press Login:

Notice #:

PIN #:

[Privacy Policy](#) 

Visit www.ViolationInfo.com to view information about your Notice of Violation. You will be asked to enter your Notice number and PIN number which are found on the **front** of your Warning or Notice of Violation, in the **upper right or left corner**, inside the red box. By clicking on the above graphic you will leave the City of Burleson Web site.



Burlleson Police Department
Automated Red Light Enforcement
 209 W. Main Street
 Mesa, AZ 85201

NOTICE OF VIOLATION

NOTICE #: 0700500012345
PIN #: 1234

Amount Due: \$75.00
Due Date: Issue + 30



JOHN B SMITH
123 MAIN STREET
BURLESON, TX 76028

ON/ABOUT (Date) 08/08/2007	AT TIME 11:56 AM	AT LOCATION MILAM STREET SB @ MCGOWAN STREET			
NAME John B Smith					
STREET ADDRESS 123 Main Street					
CITY Burleson		STATE TX	ZIP CODE 76028		
DID UNLAWFULLY <input checked="" type="checkbox"/> OPERATE / DRIVE <input type="checkbox"/> PARK					
VEHICLE	YEAR 2005	MAKE Toyota	MODEL Camry	STYLE 4-door	COLOR Silver
	L I C	NUMBER [REDACTED]		STATE TX	YEAR 2005
DID THEN AND THERE COMMIT THE FOLLOWING OFFENSE. THE FACTS SUPPORTING THIS BELIEF ARE AS FOLLOWS: Failure to Stop at a Red Light					
IN VIOLATION OF: Automated Red Light Enforcement Ordinance		<input type="checkbox"/> RSM <input checked="" type="checkbox"/> ORD.		<input type="checkbox"/> IN FATAL ACCIDENT <input type="checkbox"/> IN ACCIDENT <input type="checkbox"/> DWI/BAC	
Burlleson Police Department				DATE 08/12/2007	
Printed Officer Name			Badge ID		
ON INFORMATION, BURLESON POLICE DEPARTMENT CHARGES THE VIOLATOR AND INFORMS THE COURT THAT ABOVE FACTS ARE TRUE AND PUNISHABLE BY A: CIVIL PENALTY OF \$75.00				ISSUE DATE 08/18/07	



Pay with your Visa or MasterCard at www.ViolationInfo.com or mail your check or money order with this coupon to the address below



NAME: JOHN B SMITH	DUE: Issue + 30	
NOTICE #: 0700500012345	VERSION: 1	ISSUED: 08/18/07
PLATE: [REDACTED]	STATE: TX	TYPE:

- ✓ Make your check or money order payable to the City of Burlleson
- ✓ DO NOT MAIL CASH
- ✓ Write the Notice # on the front of your payment
- ✓ Insert this tear-off coupon in the enclosed envelope with the address (at the right) showing through the window
- ✓ Payment is admission of guilt or liability.
- ✓ To avoid additional late fees being assessed, you must respond to this Notice (payment received or a hearing request) before the due date indicated above

AMOUNT DUE: \$75.00

City of Burlleson
 Automated Red Light Enforcement
 PO Box 742503
 Cincinnati, OH 45274-2503

1 0700500012345 00000014841 075006

I have received multiple Notices of Violation; do I have to send in a separate payment for each?

No, you may send one check in one envelope – but you must include coupons for each violation you received. For example, if you received three violation notices, you may send in one check and the three coupons but must write each notice number on your check.

What if my check bounces?

You will be responsible for a returned check fee of \$25.00 for handling the bounced check – in addition to any late fees and the original fine amount. You will receive a letter from the City of Burleson detailing the new amount due.

Can I make payments in installments or set up a payment plan?

Payment plans are not available. If you cannot pay your ticket, you must appear in court and speak with an Adjudicative Hearing Officer.

My payment has already been sent; will I still be charged late fees?

Late fees will NOT be assessed if your payment is **postmarked on or before the due date** located on the front of your Notice of Violation.

I paid the violation; why did I receive another notice?

The notice you just received could be for additional violations or it could be a second notice which is now a past due notice. If it is a past due notice, chances are that your payment and the notice crossed in the mail. It can take as many as 10 business days to show in the system once it has reached our office. Call 1-866-790-4111 to confirm that your payment was received.

What is the Refund Policy?

A refund check may be issued under the following circumstances:

- Duplicate and/or overpayment of a Notice of Violation
- Overpayment of the Notice of Violation as a result of a Hearing or Appeal.

If you feel as though you are entitled to a refund, please submit your request on the Red Light Refund Form. Send the completed form to the address specified at the top of the form.

Do I have to pay my civil penalty the day of the hearing?

You must pay the full civil penalty amount within 30 days of a judgment of liability.

What happens if I do not pay the Notice of Violation?

Failure to pay the civil penalty or to contest the liability within the time allowed will result in a \$25 late fee and may result in the County Tax Assessor-Collector refusing to register the vehicle alleged to have been in violation of the ordinance

I do not believe I ran a red light. Where can I go to view my images and video?

The images and video are available on the Internet at www.ViolationInfo.com. To log on to the site you must enter the Notice Number and the PIN Number located at the

top right of your Notice of Violation. If you do not have Internet access, you may view your images on the Internet at the Burleson Library, 248 S.W. Johnson Ave., Burleson TX 76028.

I do not believe I ran a red light and want to discuss my case with someone.

You must request an adjudicative hearing in writing on or before the due date listed on the top and bottom right of your notice of violation. Remove the coupon located at the bottom of the Notice of Violation, Sign the back and mail it in the envelope provided to request a review of your Notice of Violation before an Administrative hearing officer as detailed in the code of ordinances.

What is an administrative adjudication hearing?

An administrative adjudication hearing is an opportunity in which you may appear in front of a city-appointed officer and discuss the circumstances surrounding your Notice of Violation. You may schedule a hearing to contest the imposition of the civil penalty.

How much do I have to pay for an administrative adjudication hearing?

A person who is found liable after an administrative hearing or who requests an administrative hearing and thereafter fails to appear at the time and place of the hearing is liable for administrative hearing costs in the amount of \$50.00 in addition to the amount of the civil penalty assessed for the violation. A person who is found liable for a civil penalty after an administrative hearing shall pay the civil penalty and costs within thirty (30) days of the determination of liability.

How can I schedule a hearing?

You must schedule a hearing in writing. Sign the coupon located on the bottom of the back of your Notice of Violation and mail it to the address shown. The signed coupon must be mailed on or before the due date of your Notice of Violation. You will be notified by mail of the scheduled date and time for your hearing.

I am Handicapped and unable to appear in court for my hearing.

You must respond to your Notice of Violation on or before your due date. If you wish to contest the Notice of Violation, you do not need to appear before an Adjudicative Hearing officer. However you must submit in writing, on or before your due date, a copy of your disabled placard and a written explanation of your actions or concerns. This written explanation will be reviewed and a decision will be issued by mail. Please call Violations Processing Center / Burleson Customer Service Center at 1-866-790-4111 for additional information.

Can I make a hearing request over the phone?

No, all requests must be in writing.

Can someone other than me attend the hearing?

Only you or your legal counsel may appear at an adjudicative hearing.

Is there more than one place that I can attend my hearing?

No.

Can I bring a lawyer to the hearing with me?

Yes.

How do I know that these violations are valid?

Images of your vehicle were captured and recorded by an Automated Intersection Safety System. You can review your images and video of the actual occurrence online. The images and video were reviewed by several qualified technicians and finally by the City of Burleson before the alleged civil infraction was affirmed and mailed to you as the registered owner or identified driver. You have the option of contesting the Notice of Violation by requesting in writing an administrative hearing, at which time you may discuss the validity of the images and video captured on the date and time detailed on the Notice of Violation.

What company provides the red light camera program in Burleson?

The City of Burleson has contracted with American Traffic Solutions, Inc. to provide the red light camera enforcement program. ATS will install and maintain all equipment related to this program and process all violations before forwarding the data to the Burleson Police Department for their review and issuance. More information about ATS is available at www.atsol.com.