

## **Traffic School Do's and Don'ts**

### **DO**

1. Make sure that the Defendant has been arraigned.
2. Check the envelope to see if the Defendant has been to Traffic School (AF) within the last 18 months (date of citation to date of citation).
3. If it is a speeding citation, check the citation as to the speed over the speed limit so that you can decide how to exercise your discretion.
4. Make sure that the Defendant enters a plea of “guilty” or “no contest.”
5. Recite the amount of the Court fee on the record by referring to the chart (Be sure to include any CAFTA that might be present).
6. Set a date for payment of Court fees and a date for completion of Traffic School

### **DON'T**

1. Don't waive Traffic School fees.
2. Don't vacate or waive CAFTA (tell defendant to petition the court).
3. Don't approve Traffic School within 18 months, as the DMV will disallow it anyway.
4. Don't order Traffic School Level II, as it is no longer authorized.
5. Don't allow the Defendant to do community service in lieu of payment of Court fees, as it is not authorized.
6. Don't allow installment payments, but you can set a “due date” in the future.
7. Don't rely on the envelope as to the availability of Traffic School (Do the math – 18 months).