



**Bernalillo County Metropolitan Court
IMPORTANT INFORMATION ABOUT YOUR
TRAFFIC CITATION**

NO

**Cell Phones, Electronics, or Camera-Capable Devices OR
Weapons of Any Kind, including Guns, Knives, Pepper Spray, or Razor
Blades Are Allowed in the Courthouse.**

METROPOLITAN COURT LOCATION

401 Lomas Blvd. NW
Albuquerque, NM 87102

**METROPOLITAN COURT MAILING ADDRESS
AND INFORMATION NUMBER**

Metropolitan Court Customer Service Division
P.O. Box 133
Albuquerque, NM 87103
(505) 841-8151

METROPOLITAN COURT HOURS

Monday – Friday
7:30 AM -5:00 PM

**METROPOLITAN COURT WEB ADDRESS FOR INFORMATION
AND TO PAY A FINE/FEE ONLINE**

<http://www.metrocourt.state.nm.us>

METROPOLITAN COURT PARKING

Parking is available across from the Courthouse and can be entered from 5th Street on the first right after Slate Street.

METROPOLITAN COURT ADA ACCOMMODATIONS

Pursuant to the Americans with Disabilities Act, the Court will make reasonable accommodations. If you require an accommodation, please call 841-8151 immediately.

COURT POLICIES

When you come to Court you should:

- **Bring your Citation(s)**
- **Arrive 30 minutes prior to your scheduled hearing time.**
- **Remove your hat.**
- **Wear proper attire.**
- **Not chew gum, or bring food or drink into the Courthouse.**
- **Not talk when you are in the Courtroom – unless asked to speak by the Judge or Court staff.**
- **Not bring any newspapers or reading materials.**

Lockers are available in the entry to the Courthouse so that you can store any prohibited items that you may have brought with you when you come to Court.

What you should do Depends on Which Box is Checked on your Citation:

If the **PENALTY ASSESSMENT** box is checked on your Citation, the Metropolitan Court cannot handle your citation, and you must pay the penalty assessment amount by mail to the Motor Vehicle

Division (“MVD”) at *Motor Vehicle Division Driver Services Bureau P.O. Box 1028, Santa Fe, NM 87504-1028*. **Do not mail cash**. Phone payments may be made to MVD by calling 888-683-4636. Online payments may be made at <http://www.mvd.newmexico.gov>. If you have any questions, please call MVD at 888-683-4636 or 888-MVD-INFO.

If the **TRAFFIC ARRAIGNMENT** box is checked on your Citation, you need to come to the Metropolitan Court at **401 Lomas Blvd. NW, Albuquerque, NM 87102** to **Courtroom 320** on the date and time indicated on your Citation. A **TRAFFIC ARRAIGNMENT** is a Court Hearing. This is your opportunity to resolve your Traffic Citation(s) in one Court visit. You will see the **Judge** that day. Please bring to Court all of the Traffic Citations you received when you were stopped and any documents (see *Examples of Documents to Bring to Court* below) that may help your defense. Unless you have resolved your Citation(s) (see *How to Resolve Your Citation* below) before the day of your Traffic Arraignment Hearing, you must come to Court and appear before the **Judge** at the date and time on your Citation(s). If you fail to come to Court, a **Bench Warrant** will be issued for your **arrest**, and you will also have to pay a **\$100 Administration Warrant Fee**.

If the **COURT APPEARANCE** box is checked on your Citation, then, when the Court receives your Citation from the Police Officer, the Court will schedule the date of your **TRAFFIC ARRAIGNMENT** and will mail a Notice to you. However, if you have not received a Notice from the Court, you need to either call the Court at **(505) 841-8151** or come to the Metropolitan Court at **401 Lomas Blvd. NW, Albuquerque, NM 87102** to the **Customer Service Division** on the **First Floor** no later than the date and time indicated on your Citation so that you can schedule or confirm the Court date for your **TRAFFIC ARRAIGNMENT** hearing.

If the **WARNING NOTICE** box is checked on your Citation (and no other boxes are checked), you do not need to contact the Court or MVD. No further action is required. However, if one of the other boxes listed above is checked on your Citation, then you must follow the steps for that box.

How do I Resolve My Citation?

- ✓ Only certain Citations can be resolved without your seeing a Judge.
- ✓ So, you must either **CALL** the Court at **(505) 841-8151** or come by the Court to the **Customer Service Division** on the **First Floor** no later than **4:00 PM** on the day before your **TRAFFIC ARRAIGNMENT** hearing to find out if your Citation can be resolved.
- ✓ Bring your **Citation** with you when you come to Court.
- ✓ If your **Citation** can be resolved, you must **Plead Guilty** first, and then you can **Pay** the **Fines and Fees** you owe.
- ✓ You can **Pay** **ONLINE** with a credit or debit card by visiting www.metrocourt.state.nm.us, **OR**
- ✓ You can **Pay** by **Coming To The Court** or by **MAILING** a check or certified funds with your **Citation** and a signed **Guilty Plea** to the **Metropolitan Court Customer Service Division** at **P.O. Box 133, Albuquerque, NM 87103**
- ✓ However, if you mail the payment, it must be received by the **Metropolitan Court** before the day of your **TRAFFIC ARRAIGNMENT**. The Court is not responsible for any delay in the mail. If the Court does not receive your payment, and you do not come to your **TRAFFIC ARRAIGNMENT** hearing, a **Bench Warrant** will be issued for your **arrest**, and you will also have to pay a **\$100 Administration Warrant Fee**.
- ✓ If you cannot pay the **Fines and Fees** you owe in one lump sum, you may arrange to make payments with the **Customer Service Division** so long as all payments are made by the due date set by the Judge.
- ✓ You can also **Pay** by performing additional hours of community service where you will receive credit toward payment at the Federal hourly minimum wage rate; contact Customer Service for more information.

“To view a short demonstration of the ARRAIGNMENT process, please click [here](#).”

Documents You May Want to Bring to Court:

CITATION FOR:	EXAMPLES OF DOCUMENTS:
✓ No Registration:	Proof of registration valid on the date and time of the Citation
✓ No License Plate:	Proof of current registration
✓ Suspended Driver's License:	Proof of Valid NM Driver's License and reinstatement paperwork from MVD
✓ Defective Equipment:	Proof that you have replaced or repaired the broken equipment, such as an invoice from the automotive shop verifying the repair of the broken tail lights, broken headlights, broken windshield, or other defective equipment. If you have made this repair yourself, then bring a receipt listing the specific item(s) that you purchased.
✓ Illegal Equipment:	Proof that you have removed the illegal window tint/sunscreen, such as an invoice from the automotive shop verifying that you have removed the tint or replaced your windows.
✓ Failure to Change Name or Address on Driver's License:	Proof of Valid NM Driver's License with current information
✓ No Insurance:	Proof of insurance card valid on the date and time of the Citation.

What if I Cannot Come to Court on the Day of My Traffic Arraignment?

If you cannot come to Court at the date and time set for your **TRAFFIC ARRAIGNMENT** hearing, you must come to the Court in person no later than **4:00 PM** on the day before your **TRAFFIC ARRAIGNMENT** hearing to re-schedule your Court date. You may only re-schedule your Court date once. The Court will not re-schedule your **TRAFFIC ARRAIGNMENT** hearing date by phone.

How will my Citation Affect Points on my Driver's License?

Most traffic violations have points associated with them. Points may affect your privilege to drive and/or your insurance rates. The Court does not put points on your Driver's License; that is something that MVD decides. If you have questions about how a **Citation** may affect points on your Driver's License, you should contact MVD at 888-683-4636 or 888-MVD-INFO.

How do I Clear my Driver's License?

If your Driver's License has been suspended for your Failure to Appear for your Court Date, whether or not you can obtain clearance paperwork from the Court to send to MVD depends on your situation. Please contact the **Customer Service Division** for more information.

Will I have to go to a School?

You may be ordered by the **Judge** to attend a **School** such as Driver Improvement School, Aggressive Driving School, or DWI School. You may register for a school by going to the **Customer Service Division** or by **calling** the Court at **(505) 841-8151**.

Will I have to Pay any Fees?

If you plead guilty or are found guilty, yes there are **Fees** that you will have to pay. **Fees** are costs that are set by law such as the Traffic Safety Fee, Brain Injury Services Fee, and Court Automation Fee to name a few. The amount of **Fees** that you will have to pay depends on the type of law that you have violated and can range from **\$65** to **\$450** per charge.

Will I have to Pay any Fines?

If you plead guilty or are found guilty, the amount of **Fines** that you will have to pay depends on the type of law that you have violated. The amount of some **Fines** is in the discretion of the **Judge** and other **Fines** are set by law. For examples of some common charges with set **Fine** amounts go [here](#).

Can I Perform Community Service in Payment of Fines and Fees?

Yes, if you cannot afford to pay the Fines and Fees you owe, you can request to perform Community Service as a way of paying the amount you owe. Information on performing Community Service is available in the **Customer Service Division**.

(Rev. 09/14; 12/15; 3/16; 5/16)