

EXPRESS SERVICE DROP BOX

To avoid waiting in line, you may drop off many kinds of documents and payments in our secure Express Service Drop Box, located in the lobby of Room C-10. This locked box is emptied several times a day by Court staff, so you may be sure that your transaction is processed on the day you drop it off.

You may use our Express Service for the following kinds of transactions. PLEASE PRINT your name and case number on the envelope provided.

- Installment payment of your criminal or traffic fine
- Payment of bail on your citation
- Request to attend Traffic School along with payment of citation (pay full bail plus \$49.00 for the Traffic School fee)
- Proof of registration, insurance or equipment correction along with a \$25.00 processing fee
- Traffic School completion certificate
- Proof of community service hours completion

CHECKS, MONEY ORDERS AND CASHIER'S CHECKS ONLY. Please do not leave cash. If you have a cash or credit or debit card transaction, please see a public service representative in Room C-10.

If your transaction is not listed above, you must speak personally with a public service representative.