

*****IMPORTANT NOTICE*****

Traffic Tickets, Ordinance Violations & Criminal Charges

Effective July 6, 2020, the Carmel City Clerk's office has re-opened to the public and regular office hours have resumed (8:30 AM to 4:00 PM, Monday through Friday). City Court and City Clerk business was halted during the shutdown and all matters put on hold. That hold has now been lifted, so if you had a court appearance scheduled during the shutdown, you will now need to take appropriate action to address the charges against you.

- If you received a **traffic or ordinance violation citation (ticket)** and were set for **initial hearing** during the shutdown, Carmel City Court has officially waived any requirement that you appear for the initial hearing. You can choose to either: 1) admit the offense and pay the ticket, or; 2) deny the offense and have the matter set for trial.
 - If you choose to admit and pay the ticket, you can determine how much you owe by looking at the Schedule of Fines and Costs on the Carmel City Court web page or by calling the Carmel City Clerk's office (317-571-2440) during the hours shown above. You can pay online with a debit or credit card at www.govpaynow.com or call 888-604-7888 and enter payment code #5988. You can also pay by mailing a money order or cashier's check to Carmel City Clerk, 1 Civic Square, Carmel, IN 46032. **No personal checks will be accepted.** Cash payments may be made at the City Clerk's window at Carmel City Hall during the hours listed above.
 - If you choose to enter a denial of the ticket, you must provide a written denial and request a formal trial. Call the City Clerk's office (317-571-2440) during the hours listed above for additional information.

Regardless of the choice you make regarding your traffic or ordinance violation ticket, you must do take action no later than September 3, 2020, to avoid possible suspension of your driving privileges and/or additional fines.

- If you were charged with a **criminal misdemeanor** and set for **initial hearing** during the shutdown, you must now get that initial hearing rescheduled. You can do this by calling the City Clerk's office (317-571-2440) during the hours listed above. Your initial hearing will be rescheduled and notice will be sent to the address you provide to the City Clerk. You may also reschedule your hearing by appearing in person at the City Clerk's window in Carmel City Hall during the above hours, where you will be given a new date to appear.

You should immediately contact the City Clerk's Office (317-571-2440) to find out the deadline for rescheduling your initial hearing for a criminal misdemeanor. Failure to meet that deadline may result in the issuance of a warrant for your arrest, suspension of your driving privileges and/or additional fines.

- If you were set for a **bench trial or status hearing** during the shutdown, you must now have it rescheduled. You can do this by calling the City Clerk's office (317-571-2440) during the hours listed above. Your trial or hearing will be rescheduled and notice will be sent to the address you provide to the City Clerk.

You should immediately contact the City Clerk's Office (317-571-2440) to find out the deadline for rescheduling your bench trial or status hearing. Failure to meet that deadline may result in the issuance of a warrant for your arrest, suspension of your driving privileges and/or additional fines.

As always, you can get additional information regarding your court case at www.mycase.in.gov.

Covid-19 Safety Measures When Visiting Carmel City Hall

While Carmel City Hall is now physically open to the public, until further notice we encourage you to do as much business as possible through online transactions, email and/or phone calls. But if you do visit City Hall, you must enter through the building's southeast doors. After entering you will have a touchless, electronic temperature taken. If your temperature is below 100.4°, you will be allowed to continue into City Hall. If your temperature is 100.4° or above, you will be required to immediately exit the building. If you have business with or a hearing in the Court, you must notify the security guard on premises. He/she will share that information with the Court so as to avoid the issuance of a warrant and/or a suspension of your driving privileges for failure to appear or failure to pay.

You are required to wear a mask while inside City Hall, and we are happy to provide one if you don't bring your own. Following your visit, you must exit the building through the southwest doors.

Of course, these procedures are subject to change depending on the path of the Covid-19 virus. We appreciate everyone's patience as we work through this challenging period.

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