

UNITED STATES DISTRICT COURT



INFORMATION

A law enforcement officer at Glacier National Park has issued you one or more violation notices or tickets for alleged offenses. The following information summarizes your options.

If you do not wish to contest the ticket:

Promptly mail a check or money order, payable to:

Central Violations Bureau  
P.O. Box 740026  
Atlanta, GA 30374-0026

-OR-

Promptly pay by credit card (Visa, MasterCard or Discover) by completing the charge form available to you from the officer issuing the ticket.

If you wish to contest the ticket:

A court date will appear on your ticket that includes the date, time and location for you to appear before the Judge assigned to your case and plead "not guilty."

If no date or time is listed on the ticket, you will be mailed a notice to appear. The notice will include the date, time and location of your appearance at which you can plead "not guilty."

**NOTE:** The location of your appearance generally will be either West Glacier Community Center or the Federal Courthouse in Great Falls, Montana, depending upon the time of year.

If the "Mandatory Appearance" box on your ticket is checked:

If the "Mandatory Appearance" box on your ticket is checked, you must appear in person before the presiding Judge at the time and location shown on the ticket. Mandatory appearance is required for more serious offenses, such as DUI. If you fail to appear, the Court may issue a warrant for your arrest.

- If the "Mandatory Appearance" box on your ticket is not checked, and you wish to contest the ticket, but do not wish to appear in person to enter your plea:

Write a letter to the presiding Judge stating that you wish to plead "not guilty" to the offense charged. You must state clearly in the letter that you "consent to the holding of the arraignment and plea to occur in your absence." Include in your letter your address, telephone number and (if available) fax number. Also, include a copy of the ticket or tickets you received.

NOTE: If you wish to contest your ticket or tickets, but also wish not to appear in person for your trial, you must include language in your letter to the presiding Judge that you "consent to trial *in absentia*, (i.e., in your absence) and that you waive your right to appear at your trial in person." If you do this, you also must include with your letter a check or money order made payable to Central Violations Bureau in the total amount of the possible fines listed on your tickets as collateral. If the Judge finds that you are guilty, your collateral will be forfeited. If the Judge finds that you are not guilty, your collateral will be returned to you.

- What happens after you plead "not guilty?"

If you plead "not guilty" either when you appear in person or when you write a letter to the Court, the Court will set your case for a trial.

Generally, trials are set on the Court's calendar about one month later at the next regularly scheduled time for hearing these types of matters.

- Before trial.

If, for any reason, you communicate with the Court before trial, you must provide a copy of all correspondence to the Assistant United States Attorney (AUSA) assigned to your case. You also may wish to contact the AUSA before trial to attempt to resolve the matter without going to trial. The mailing address and telephone number for the Office of the AUSA are as follows:

For Great Falls cases:      For Glacier Nat'l Park cases:

AUSA  
assigned to CVB Cases  
P.O. Box 3447  
Great Falls, MT 59403

(406) 761-7715

Special AUSA  
assigned to CVB Cases  
920 South Main Street  
Kalispell, MT 59901

(406) 758-5630