

**Calgary**



**I GOT A  
TICKET.**

**NOW WHAT**



**!** Always take care  
**■** of your ticket  
**■** on or before the  
appearance date written  
on the front of your  
ticket. If you don't,  
you may be convicted  
in your absence or a  
warrant for your arrest  
may be issued.

## LOCATION

### “Where should I go?”

Traffic Court is on the **Second Floor of the Calgary Court Centre, 601 Fifth St. S.W.**, Calgary, Alberta.

Plan to attend between 7:30 a.m. and 4:30 p.m.  
These are hours for the Justice of the Peace counter.  
Hours of operation for other services vary.



## **I want to pay my fine.**

If you mail your fine payment, make sure you send only a cheque or money order (or fill out the information to pay by credit card). Don't send cash. Send it to the address on your violation ticket with plenty of time to get to the court before your appearance date.

If you want to pay in person, go to the cashier line. Make sure to bring your ticket.

## **I lost my ticket and/or I might have more tickets I forgot about.**

If you're just going to pay your ticket(s), complete a Search form and give it to a cashier.

If you want to talk to someone about your ticket(s), complete a Search form and give it to a Justice of the Peace.

## **I'm guilty, but don't have enough money to pay my ticket.**

Ask the Justice of the Peace what your options are.

If you need some extra time to pay, ask the Justice of the Peace for an extension. You may also ask to see a Municipal Prosecutor and explain your financial circumstances.

## **I think I'm guilty, but I have an explanation.**

If you think you have a reasonable explanation for getting the ticket, ask if you can speak to a Municipal Prosecutor. Tell your side of the story to the Prosecutor and he/she will give you choices as to what you can do.

**I'm not guilty.**

If you're not guilty, go to the Justice of the Peace counter and enter a plea of "Not Guilty." The Justice of the Peace will give you a trial date. If you don't attend your trial date, you may be convicted in absence or a warrant for your arrest may be issued.

**I have a mental illness and need some help.**

Go to the Justice of the Peace counter and ask to see a Municipal Prosecutor. The Prosecutor can tell you about the Calgary Diversion Service's program for people with mental health illnesses. If you're eligible, you can decide if you want to participate.

**I can't decide what to do.**

Ask the Justice of the Peace to reserve your plea to give you time to decide.

If you're not sure what you want to do or if you need more information before you decide, contact:

**Calgary Legal Guidance**  
(403-234-9266 or

**Student Legal Assistance**  
(403-220-6637).

**You still need to answer to your tickets on time.**

**For more  
information:**

**visit [calgary.ca/ticket](http://calgary.ca/ticket) or contact 311**