



TRAFFIC APPEARANCE ORDER FORM

Panel Member <i>(For Office Use Only)</i>	# Pages	Panel Initials	ATG #
		Confirm & Fax Back	

Instructions

1. Please fill out this form completely (for your & our attorney's benefit)
2. *Fax or email* the completed form to (951) 684-3716 | orders@attorneystogo.com
3. *Call* (951) 680-9800 to confirm receipt of order.

Today's Date

CONTACT INFORMATION

Attorney/Firm

Contact Name

Email

Street Address

City

State

Zip code

Phone

Fax

Emergency / Night Contact Name

Contact Phone

APPEARANCE INFORMATION

ARRAIGNMENT **WARRANT RECALL** **TRAFFIC TRIAL**

Type of Hearing

Courthouse City

Courthouse Street Address

Appearance Date

Time

Dept.

Defendant's FULL Name

Birthdate

AKA's (if known)

Driver's License #

YES **NO**
Commercial License?

Law Enforcement Agency

Citation Number

Officer's Name (important for trials)

By default, we assume that Defendant will not be present; we are to appear 977.

- For **arraignment**: enter plea of not guilty and set for trial; recall warrant if needed.
- For **trial**: (1) obtain dismissal if officer does not appear; (2) attempt a reduction to a nonpoint violation for commercial driver; (3) request traffic school for noncommercial driver.
- If other, please explain below.

What do you want to happen at this hearing?

By utilizing this order form and service, the above law firm/lawyer agrees that: 1) in any litigation arising in connection with this order for a special appearance, Riverside County is the court of proper jurisdiction and venue; 2) in any litigation necessary to collect unpaid charges, Attorneys to Go will be entitled to reasonable attorneys' fees; 3) a late fee of one-and-one-half percent (1-1/2%) per month will be added to any charge not paid within thirty (30) days of the appearance; 4) we will not contact Attorneys to Go appearance attorneys for future appearances except through Attorneys to Go. Full rate information and policies are available at www.attorneystogo.com.