



The City of  
BIXBY  
MUNICIPAL COURT

## UNDERSTANDING YOUR CITATION

You have received a citation in the City of Bixby.

The citation you received is a legal document charging you with a violation of a municipal ordinance. It **requires** you to take certain action. The information in this brochure is provided to help you make appropriate decisions related to your citation.

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BIXBY MUNICIPAL COURT

Office Hours

8:00 a.m. to 4:30 p.m.

Monday – Friday  
(excluding holidays)

Drop box available on West side of  
Municipal Building

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**What should you do if you receive a traffic or criminal citation?**

### Answering the Charge

The date to appear is the date written at the bottom of the citation above your signature. If you choose to answer the charge in Court, you must appear on the date and time stated at the bottom of the citation. If you are pleading guilty or no contest on a citation that does not require a mandatory Court appearance, you have the following options:

#### ◇ PAY IN PERSON

8:00 – 4:30 Monday – Friday  
116 W. Needles  
Bixby, OK 74008

#### ◇ PAY BY MAIL

Enclose a **copy** of your citation. Write the citation number on your money order, payable to the City of Bixby, and mail it to the address as listed on the front of this brochure.

(DO NOT MAIL CASH)

#### ◇ DROP BOX

Follow the same instructions as payment by mail only place the payment in the drop box located on the West side of the municipal building.

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## ENTERING A PLEA

If you signed the citation(s), you did not plead guilty but only signed a promise to appear. When you appear in Court, you must enter a plea. You may enter one of three pleas: 1) "Guilty," 2) "Nolo Contendere," or 3) "Not Guilty." **Your decision on what plea to enter is an important decision.** Whether you feel that you are guilty or not, we suggest that you read the following explanations of all three types of pleas before making your decision.

**By a plea of guilty** you admit that you committed the act charged, that the act is prohibited by law, and that you have no defense for your act. If you were involved in a traffic accident at the time of the alleged offense, your plea of guilty **could** be used later in a civil suit for damages as an admission that you were at fault or were the party responsible for the accident.

**A plea of "nolo contendere" (no contest)** means you do not contest the City's charge against you. It **is not** an admission by you that you are guilty, but it will be recorded as a conviction on your record. Also, a plea of no contest **cannot** be used against you in a civil suit for damages as can a plea of guilty.

**A plea of not guilty** at your arraignment indicates you wish to contest the charge and would like the charge be placed on the Pre-trial docket.

At the time of the Pre-trial, you will speak with the city prosecutor to hear the City's evidence. If at that time, you are unable to settle your case, your trial will proceed immediately thereafter.

At the time of the trial, the City has the burden of proving its case against you. The law does not require you to prove anything. You have the right to hear the City's evidence and question their witnesses. You will also be given an opportunity to present testimony and any evidence to aid in your defense.

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## ATTORNEY REPRESENTATION

Every defendant charged with a violation of a city ordinance has a right to be represented by an attorney. If you are represented by an attorney, the attorney can be present during any and all proceedings.

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## DRIVING WITHOUT A LICENSE

If you have been charged with Driving Without a License and you have proof that you had a valid license on the date and time of the offense, you will need to bring proof to Court on your arraignment date. This will result in a fine of a reduced amount. If you did not have a driver's license on the date and time of the offense and have had three or more of these offenses, you may be incarcerated for a period of time not less than ten days along with the maximum fine allowed by law.

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## INSURANCE TICKETS

If your insurance was valid at the time your citation was issued, simply show proof at our public counter at least 24 hours before your arraignment date and the ticket will be dismissed without costs. If you obtained insurance after you received your citation, this requires a mandatory Court appearance and the case will not be dismissed.

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## REQUESTING A CONTINUANCE

You may request a continuance at least 48 hours prior to your scheduled **arraignment** date if the reason for the request is an emergency or hardship.

Only a judge of the Court may approve requests for continuances of cases set for **trial**.

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## FAILURE TO APPEAR

**WARNING AND NOTICE:** If you fail to honor your signed promise to appear or otherwise fail to satisfy the charge on or before any arraignment date and time specified by the Court:

1. A FAILURE TO APPEAR charge will be filed against you;
2. A WARRANT will be issued for your arrest;
3. Your driver's license shall be suspended, either in Oklahoma or in your home state under the Non-Resident Violator Compact; and
4. Your license will remain suspended until the charge is released by the Court and a driver's license reinstatement fee is paid.

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## INTERPRETERS

If you require an interpreter, including American Sign Language, please notify the Court at least five days before your scheduled arraignment date.

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## DEPARTMENT OF PUBLIC SAFETY

For information regarding the status of your driver's license, contact the Oklahoma Department of Public Safety at 405-425-2059.

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## TELEPHONE INFORMATION

Telephone staff is available during the work day to answer questions about your citation. Call 918-366-4430 between 8:00 a.m. and 5:00 p.m. Monday through Friday.

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## WEB SITE

Visit our web site at:

[www.bixby.com](http://www.bixby.com)

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