

## FREQUENTLY ASKED QUESTIONS

### WHAT IS THE VIOLATIONS BUREAU?

The Violations Bureau (VB) is a division of the Fourth Judicial District Court that handles most parking and motor vehicle tickets issued in all cities in Hennepin County. Walk-in and phone services are available from 7:30 a.m. to 4:30 p.m. to answer questions, accept payments, and set court dates. Tickets are paid at the VB located on the second floor (Skyway Level) of the Government Center. Tickets are contested at the Hearing Office on the first floor of the Government Center. VB offices are also located in court facilities in Brooklyn Center, Minnetonka, and Edina.

### WHAT IS A MOTOR VEHICLE TICKET?

A ticket is issued to either a motor vehicle or the driver of the motor vehicle. It could include parking, moving, equipment or driver's license violations. It may be a violation of state statutes or city ordinances.

### HOW CAN I PAY THE TICKET?

Tickets can be paid in-person, on-line, by phone, or by mail.

- In-person payments are accepted at the four District Court locations listed on the back cover of this brochure.
- On-line payments can be made by electronic check or credit card at:

[www.mncourts.gov/district/4/?page=687](http://www.mncourts.gov/district/4/?page=687)

- For phone payments, call 612-348-2040 *Mastercard or Visa*
- By mail, send checks made payable to: District Court Administrator. To mail payment, use the pre-addressed envelope attached to the ticket. Payments may also be mailed to the Minneapolis Violations Bureau address listed on the back cover.

### CAN I DRIVE TO WORK WITH A SUSPENDED LICENSE?

You cannot drive until your license is reinstated. For other options you may qualify for, call the DVS of the Department of Public Safety at 651-296-6911.

### DOES THE VIOLATIONS BUREAU HAVE MY DRIVING RECORD?

No. Driving records are maintained by the DVS. The staff members in the Violations Bureau can look at some of these records. Copies of driving records cannot be provided by the Violations Bureau.

## VIOLATIONS BUREAU

### LOCATION & HOURS OF OPERATION

Fourth Judicial District  
Hennepin County Government Center  
Skyway Level  
300 South Sixth Street  
Minneapolis, MN 55487-0014  
For all locations, call: 612-348-2040  
Hours of Operation: 7:30 a.m. to 4:30 p.m.

## HEARING OFFICE

### Minneapolis

Hennepin County Government Center  
Street Level Northwest Corner  
300 South Sixth Street  
Minneapolis, MN 55487

### Brookdale

6125 Shingle Creek Parkway, Suite 200  
Brooklyn Center, MN 55430  
*By appointment only*

### Ridgedale

12601 Ridgedale Drive, Suite 300  
Minnetonka, MN 55305  
*By appointment only*

### Southdale

7009 York Avenue South, Suite 214  
Edina, MN 55435  
*By appointment only*

In person payments, proof of insurance, scheduling Hearing Office appointments and court dates can be handled at any of the District Court locations listed above.

## VIOLATIONS BUREAU & HEARING OFFICE



## Fourth Judicial District

Serving Hennepin County

Phone: 612-348-2040

[www.mncourts.gov/district/4/](http://www.mncourts.gov/district/4/)



MINNESOTA JUDICIAL BRANCH

## FREQUENTLY ASKED QUESTIONS

### I GOT A TICKET, WHAT ARE MY CHOICES?

There are two options:

1. Pay the fine;
2. See a hearing officer to discuss payment options or dispute the ticket.

### WHAT IS A HEARING OFFICER?

A Hearing Officer is a District Court Employee, and is the first person to be seen regarding any payable traffic, parking, or criminal ticket. The Hearing Officer examines each individual situation to offer the best resolution possible under existing guidelines.

### HOW DO I SEE A HEARING OFFICER?

You can walk-in at our downtown Hearing Office located in the Hennepin County Government Center Monday through Friday from 7:30 a.m. to 4:30 p.m. Suburban Hearing Officers require an appointment. Appointments may be scheduled Monday through Friday from 8:00 a.m. to 4:10 p.m. Ridgedale offers Tuesday evening appointments from 5:30 p.m. to 8:10 p.m. You may also call (612) 348-2040 to schedule an appointment at any one of the District Court locations.

### WHAT HAPPENS WHEN I PAY A TICKET?

By paying a ticket, you plead guilty to the offense(s). For most violations, such as a parking ticket, payment ends the matter.

Because paying a ticket is a guilty plea, some traffic violations (those involving driving a vehicle), are sent to the DVS and placed on your driving record. Depending on your driving record and the ticketed offense(s), your driver's license could be suspended or revoked.

### WHAT HAPPENS IF I DO NOT PAY THE TICKET?

**Moving violation:** If you do not pay a ticket within 21 days of the date it was issued, a \$5.00 late fee is added. If you do not pay the ticket within 45 days of the date it was issued, the ticket increases another \$45.00 and the Department of Public Safety's Driver Vehicle Services, (DVS) may suspend your driving privileges until it is paid.

**Parking tickets and other:** If you do not pay a ticket within 21 days of the date it was issued, a \$5.00 late fee is added. If

### WHAT HAPPENS IF I DON'T PAY THE TICKET?

you do not pay the ticket within 45 days of the date it was issued, the ticket increases another \$45.00 and it is sent to a collection agency.

### I PAID MY TICKET BUT DID NOT WANT TO PLEAD GUILTY. WHAT ARE MY OPTIONS?

A motion to reopen the ticket with District Court may be filed. The paperwork required to file a motion may be obtained on-line at: [www.mncourts.gov/district/4/?page=679](http://www.mncourts.gov/district/4/?page=679) or at the Violations Bureau counter located at the suburbs or in the Hennepin County Government Center in Minneapolis. A judge may or may not grant your motion.

### I CAN'T AFFORD TO PAY MY TICKET. WHAT CAN I DO?

You should see a Hearing Officer to discuss your options.



### CAN I APPEAL A HEARING OFFICER'S DECISION?

You are not required to accept the options provided by the Hearing Officer.

### WHAT IF I SET MY TICKET FOR COURT?

You may set your ticket for court. There are some things you should know before you set it for court:

- If your violation is a payable misdemeanor, you may pay a fine and the offense will be a petty misdemeanor as a matter of law. However, if you set a payable misdemeanor violation for Court, and if you are convicted, your sentence could be as much as 90 days in jail or a \$1,000 fine, or both. Your sentence would then become a criminal conviction on your record.
  - Once you set your citation for court, it becomes a court record, which is permanent and public information. Court records are easy for anyone to look at.
- If you are not sure if the charge is a misdemeanor, talk to a Hearing Officer.

### WHAT IS A SUSPENDED LICENSE?

A suspended license is an existing drivers license on which the DVS has temporarily removed (suspended) the driving privi-

### WHAT IS A SUSPENDED LICENSE?

lege. You may not drive with a suspended license until it is reinstated. There are many reasons why the license may be suspended. If it is suspended for failure to appear or pay fines on outstanding tickets, you may not be reinstated until you resolve those tickets AND pay a reinstatement fee. It may be suspended for having certain violations on your driving record. That kind of suspension is for a definite period of time and may be reinstated only after that time has passed AND a reinstatement fee is paid.

### WHAT IS A REVOKED LICENSE?

A revoked license is one that has been terminated. There are a number of causes for the revocation. The most common causes are DWI, insurance violations, or drugs in a motor vehicle. The revocation is a set period of time and the license may be reinstated only after that time has passed, a reinstatement fee is paid, the driver's test is passed, and all other DVS requirements are satisfied.

### I GOT A TICKET IN THE MAIL FOR A CAR THAT I DO NOT OWN. WHAT SHOULD I DO?

The DVS is still listing you as the car's owner. It could be for one of the following reasons:

- 1) As of the date the ticket was issued, the state records have not been updated to reflect the change in owners;
- 2) A transfer of title has not been filed with DVS. You should complete the necessary forms at any county service center or DVS. Locations are listed at: [www.mndriveinfo.org](http://www.mndriveinfo.org)

You should see a Hearing Officer about your ticket. The ticket will not be changed automatically.

### CAN I DRIVE WITH AN INTERNATIONAL LICENSE FROM ANOTHER COUNTRY?

Yes, if it is a real license issued in the country where you got your driver's license, and you are a visitor. You may drive a motor vehicle in Minnesota without a Minnesota driver's license if you have, in your possession, a valid driver's license from your home country. For more information, visit the DVS website at [www.dps.state.mn.us](http://www.dps.state.mn.us)