



# INSTRUCTIONS FOR REQUESTING SPEEDING REDUCTIONS

## Introduction

This Quick Reference Guide provides step-by-step instructions to request reduction of speeding charges for cases that are in compliance with DMV and that meet certain eligibility criteria.

## Step-by-step Instructions

1. Go to [nccourts.gov](http://nccourts.gov) and navigate to Services by
  - a. Clicking on Payments and Services, or
  - b. Clicking on Services in the header and selecting Citation Tickets, or
  - c. Scrolling down and clicking on Explore services.

The screenshot displays the website's navigation structure. At the top, the 'Services' dropdown menu is highlighted with a red arrow. Below the navigation bar, a dark banner contains an alert about COVID-19 updates and a 'Read more' link. The main content area features a large image of the courthouse with the judicial seal overlaid. Two buttons, 'Payments and Services' and 'Languages', are visible, with a red arrow pointing to 'Payments and Services'. Below this, three service tiles are shown: 'Forms' (with a 'Find a form' button), 'Services' (with an 'Explore services' button highlighted by a red arrow), and 'Going to court?' (with a 'Get started' button).



2. The [Services](#) page displays. Select **Find My Citation** in **Citation Services**.

The screenshot shows three service cards. The first card, 'Citation Services', has a magnifying glass icon and a 'Find My Citation' button. The second card, 'Court Date Notifications', has a calendar icon and a 'Notify Me' button. The third card, 'Court Collections and Payments', has a document icon and a 'Find My Court Case' button. A red arrow points to the 'Find My Citation' button.

3. The [Citation Lookup](#) page displays. Enter the **Citation Number** and click **Search Citation**.  
**Note:** If you do not know your Citation Number, you can find it using [Citation Query by Defendant Name](#).

The screenshot shows a text input field with 'A437102' and a 'Search Citation' button. A red arrow points to the search button. Below the input field, there is a link: 'If you do not know your Citation Number, you can find it using the [Citation Query by Defendant Name](#).' A second red arrow points to this link.

4. The *Citation Match* screen displays all the records for the Citation Number searched. Select the defendant's record from the list of possible matches.

The screenshot shows a table with the following data:

Defendant Name	Defendant Address	Citation Number	Issued Date
QCTDATA,IPLEA07A,A03	TESTDATA	A437102	02-01-2017

A red arrow points to the first row of the table. Below the table, there is a 'Cancel' button.

5. The *Available Option(s)* page displays all the Online Service options the citation is eligible for. If the citation is eligible for requesting a dismissal, it will display the **Request Reduction** and the **Pay your ticket** options. If you click on **Request Reduction**, a request to dismiss the case will be sent to the District Attorney's office.

Defendant Name	Defendant Address	Citation Number	Issued Date
QCTDATA,IPLEA07A,A03	TESTDATA	A437102	02-01-2017

Your options for processing your citation online are listed below. Click your choice or click **Cancel** to return to Citation Lookup page.

In order to understand how traffic offenses may impact your insurance, please visit the [NC Department of Insurance's Consumer Guide](#).



**Request Reduction** **Cancel** **← Back**

**Note:** If you click on **Pay your ticket**, a full payment can be made on the amount assessed for the original charge(s) and the case will be closed. This instruction guide only discusses steps to request a reduction.

6. For certain traffic violations, providing proof of insurance to indicate compliance may be required. To attach a copy of the proof of insurance, click **Upload proof of compliance**.

Defendant Name	Defendant Address	Citation Number	Issued Date
PAGEDATA,ECAD07,H	TEST DATA	A417711	01-01-2016

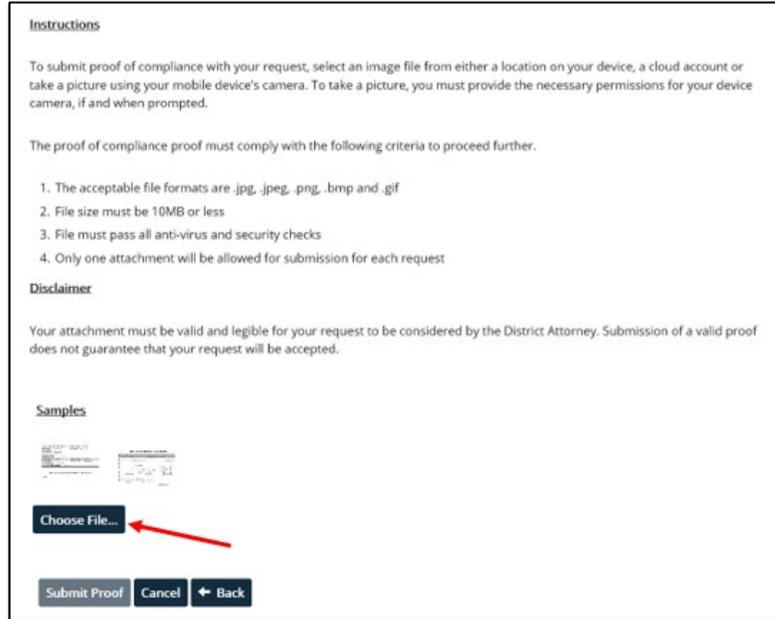
You are eligible to request a dismissal for certain traffic violations provided you attach a copy of the proof of your compliance.

Your options for processing your citation online are listed below. Click your choice or click **Cancel** to return to Citation Lookup page.

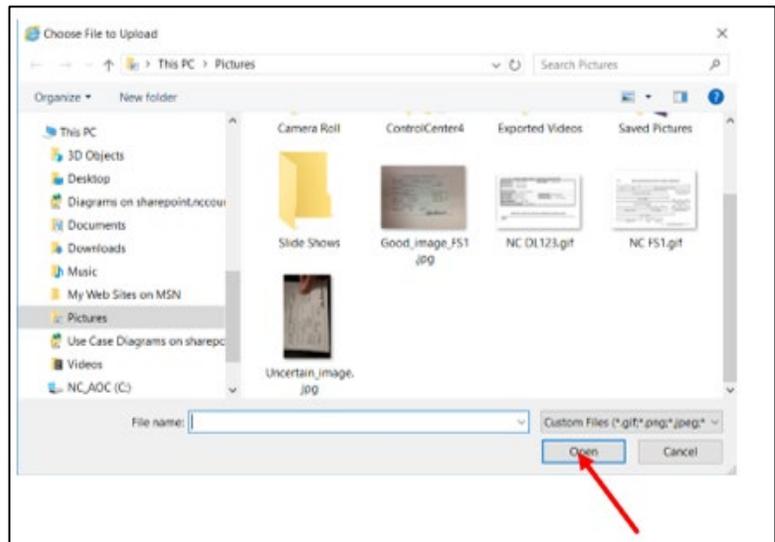
**Request Dismissal** **Upload proof of compliance** **Pay your ticket** **Cancel** **← Back**



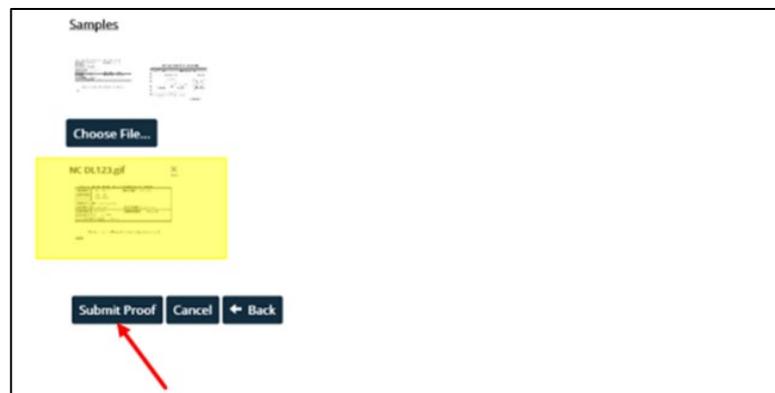
a.  
The *Upload Proof of Compliance* page displays instructions to upload a picture of the proof of insurance. To attach a file, click on **Choose File**.



b.  
The *File Explorer* window displays. Navigate to the location of the file, **select** and **click Open** to attach the file.



c.  
If the file passes all file format and size criteria, a thumbnail of the file is displayed. If an incorrect file was selected, click the **X** on the top right corner of the thumbnail and **repeat steps a and b**. Click **Submit Proof** to proceed. Complete **step 5** before continuing.



7. The *Citation Details* page displays the details of the case and asks for confirmation that this is your citation. Select **Yes** if this is your citation. Select **No** if this is not your citation.

Defendant Name:	QCTDATA,IPLEA07A,A03
Defendant Address:	TESTDATA
Citation Number:	A437102
County:	DURHAM
Case Number:	17CR437102
Court Date:	08-03-2020

Offense Date	Offense
02/01/2017	SPEEDING

Is this your (or your client's) citation? \*

Yes  
 No

8. The *Agreement to Terms and Conditions* page displays important details when submitting your request.

Please read and enter information in **ALL** boxes to agree with the terms associated with this request. Then click Submit Request to continue. You **MUST** agree to all terms before continuing.

You must provide a valid email address to proceed. It should be an address you regularly check to ensure you get updates on the status of your request. Your email address will be part of the case record which is public information, but will not be used by the courts for any purposes other than communicating the request for dismissals and recording it as part of the case history.

Though it is expected the emails will be delivered successfully, there is no guarantee that you will receive the email always. It is your responsibility to check the status of your request by visiting [Services](#).

Email Address \*

Confirm Email Address \*

I have read, understand, and provided

**Important:** Click on **Consent** to view details of the terms and conditions prior to providing consent (see [Appendix](#) for complete details of consent). You may contact the Clerk of Superior Court if you have any questions about your citation. If you are an attorney representing your client, you must also mail a **Notice of Appearance** to the Clerk of Superior Court in the county in which the citation was issued.

IMPORTANT – If you are an attorney representing your client, by checking the consent box you agree that you have read the Consent information and are providing consent on behalf of your client. You must also mail a [Notice of Appearance](#) to the [Clerk of Superior Court](#) in the county in which the citation was issued.

Attorneys have an obligation to zealously represent their clients, and given the limitations of the online technology at this time, if counsel has information to offer regarding a case that cannot be given to the District Attorney with the current restrictions of the software, then counsel is under an obligation to contact the District Attorney directly either before or on the case's court date. If the reduction offered via the online services portal is not in the client's best interest, the attorney should reject the offer and appear in court on the case's scheduled court date.

Questions about your citation should be directed to the [Clerk of Superior Court](#) in the county in which the citation was issued.

9. To complete the submission of the request, a **valid email** must be provided, and you must read and provide **Consent**.

Please read and enter information in **ALL** boxes to agree with the terms associated with this request. Then click Submit Request to continue. You **MUST** agree to all terms before continuing.

You must provide a valid email address to proceed. It should be an address you regularly check to ensure you get updates on the status of your request. Your email address will be part of the case record which is public information, but will not be used by the courts for any purposes other than communicating the request for dismissals and recording it as part of the case history.

Though it is expected the emails will be delivered successfully, there is no guarantee that you will receive the email always. It is your responsibility to check the status of your request by visiting [Services](#).

Email Address \*

chk.myservices@gmail.com

Confirm Email Address \*

chk.myservices@gmail.com

I have read, understand, and provide [Consent](#) \*

IMPORTANT – If you are an attorney representing your client, by checking the consent box you agree that you have read the Consent information and are providing consent on behalf of your client. You must also mail a [Notice of Appearance](#) to the [Clerk of Superior Court](#) in the county in which the citation was issued.

Attorneys have an obligation to zealously represent their clients, and given the limitations of the online technology at this time, if counsel has information to offer regarding a case that cannot be given to the District Attorney with the current restrictions of the software, then counsel is under an obligation to contact the District Attorney directly either before or on the case's court date. If the reduction offered via the online services portal is not in the client's best interest, the attorney should reject the offer and appear in court on the case's scheduled court date.

Questions about your citation should be directed to the [Clerk of Superior Court](#) in the county in which the citation was issued.

Submit Request

Cancel

10. A message displays, indicating successful submission of the request.

Information: Your request was submitted successfully. Your request will be processed within five business days of the court date indicated on your citation.

If you are an attorney representing your client, you must also mail a [Notice of Appearance](#) to the [Clerk of Superior Court](#) in the county in which the citation was issued.

**Note:** You will also receive a confirmation to the email address provided. Any change in status will also be notified via email. You may also visit [nccourts.gov/services](http://nccourts.gov/services) to view the status of your request.



## Appendix

### Waiver of Trial / Hearing and Consent to Reduction of Charges

**IMPORTANT – If you are an attorney representing your client, you acknowledge that your client understands and agrees to the following Waiver of Trial/ Hearing and Consent to Reduction of Charges.**

**Attorneys have an obligation to zealously represent their clients, and given the limitations of the online technology at this time, if counsel has information to offer regarding a case that cannot be given to the District Attorney with the current restrictions of the software, then counsel is under an obligation to contact the District Attorney directly either before or on the case's court date. If the reduction offered via the online services portal is not in the client's best interest, the attorney should reject the offer and appear in court on the case's scheduled court date.**

By requesting a reduction online, I acknowledge that I have been charged with the crime/infraction noted in my citation by the charging officer. I understand that I am presumed by law to be not guilty/not responsible until proven guilty/responsible beyond a reasonable doubt. I understand that if the district attorney makes a reduction offer and I accept that offer, then I am waiving my constitutional rights to a trial/hearing in open court, to confrontation of the witness(es) against me, and to representation by an attorney. I also understand that if the district attorney makes a reduction offer and I accept that offer, then by paying the reduced offense online, I am pleading guilty/responsible to the crime/infraction charged in the offer. I also understand that traffic offenses may impact my insurance as noted in the NC Department of Insurance's Consumer Guide located at: <http://www.ncdoi.com>.

I request that the District Attorney's office accept my petition for the charge in my case to be reduced. I understand there is no guarantee that a reduction will be offered and that the determination is made by the District Attorney or Assistant District Attorney representing my district in his or her discretion.

This request is made with the full understanding that if a reduction is offered by the District Attorney's office, I have the option to accept the offer by tendering to the court the sums calculated on the District Attorney's offer by making a timely online payment of the fine/penalty and costs in this case at [Services](#). I understand that in order to accept the District Attorney's offer, I must make timely payment online at [Services](#), and that I cannot accept the offer by paying in person at the clerk's office.

I understand that if the petition is denied or if I do not accept the offer made by the District Attorney's office, I must either (1) appear in court on the day and at the time noted in the

citation or (2) waive my right to a trial/hearing and pay my fines/fees on the original charges either online at [Services](#), by mail, or in person at the clerk's office, as explained on my citation form.

I acknowledge that I must provide a valid and working email address to request a reduction online, in order to receive essential updates on my request. I understand that the email address I provide will be part of the case record, which is public information.

I also understand that providing an email address does not guarantee I will always receive updates on the status of my request. It is my responsibility to check the status of the request by visiting [Services](#) or, if in doubt, appearing in court on the day and at the time noted in the citation.

***Note: If you accept the offer made by the District Attorney's office and make the required payment, your case will be disposed and the case will be removed from the court calendar. You may not change your plea or otherwise undo the disposition of your case without a court order. The clerk of court's office cannot assist you with this. If you wish to re-open your case and change your plea after disposing of the case through this website, an attorney may be helpful to you in determining how to proceed.***

***If at any point you have any questions regarding your legal rights and obligations, consult a licensed attorney.***