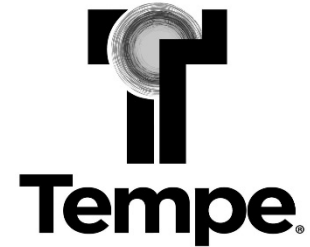


City of Tempe
Municipal Court
Criminal Division
Mail Stop 05-2
140 East 5th Street Suite 200
Tempe, AZ 85281
480-350-8270
480-350-2789-Fax
Court-criminal@tempe.gov
www.tempe.gov/court



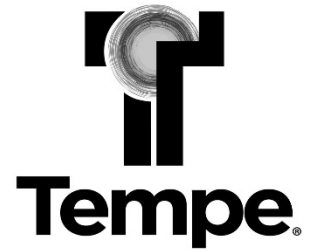
The Court has received your recent correspondence. You stated that it would be a hardship for you to appear at your scheduled arraignment date. Attached is a Plea of Not Guilty by Mail Form. Also enclosed is a summons for an arraignment date. The completed Plea of Not Guilty by Mail Form must be received at the Court at least one day prior to the scheduled arraignment date. Upon receipt of your completed Plea of Not Guilty by Mail Form the arraignment date will be vacated.

After receiving your completed form, we will set your next court date, a Pre-Trial Conference. You must appear for this Pre-Trial Conference date. At the Pre-Trial Conference you will meet with the Prosecutor to discuss your case and possible resolution. You have the following options at the Pre-Trial Conference:

- You can accept the offer from the Prosecutor and plead “guilty” or “no contest” to the charge(s).
- You can reject the offer from the Prosecutor, but still plead “guilty” or “no contest” directly to the Court.
- You can maintain your plea of not guilty and have your case set to a trial.

Please contact the Court if you have any questions.

City of Tempe
Municipal Court
Mail Stop 05-2
140 East 5th Street Suite 200
Tempe, AZ 85281
www.tempe.gov/court
480-350-8270
480-350-2789-fax



WRITTEN WAIVER OF ARRAIGNMENT/REQUEST FOR PRE-TRIAL CONFERENCE

Case Number _____

Name _____

Current mailing address: _____

Read and initial the first three statements below. If you are charged with a DUI and are requesting a court appointed attorney read and initial next to the fourth statement and complete the enclosed financial application.

_____ I hereby waive my right to an initial appearance/arraignment, enter a plea of not guilty and request that this matter be set for a pre-trial conference.

_____ I know I need to appear in person for my pre-trial conference.

_____ I understand that my failure to appear in person for a pre-trial conference may result in a warrant being issued for my arrest.

_____ I have been charged with a violation of driving under the influence of alcohol/drugs. If convicted of this violation, the law requires mandatory jail time. I would like to apply for a Court Appointed Attorney. I have completed the enclosed financial documents. I understand that the Court will review my request and financial application and advise me if I qualify for a Court Appointed Attorney.

Signature: _____

IMPORTANT: This form must be completed, signed, sent to and received by the Tempe Municipal Court before the date set for your initial appearance to avoid a bench warrant being issued for you arrest.

**TEMPE MUNICIPAL COURT
COUNTY OF MARICOPA, STATE OF ARIZONA
TEMPE.GOV/COURT
480-350-8271**

STATE OF ARIZONA, Plaintiff

Case Number: _____

vs.

**DEFENDANT'S FINANCIAL
STATEMENT AND REQUEST FOR
COURT-APPOINTED ATTORNEY
(LIMITED JURISDICTION)**

Defendant

By answering the questions below, you are telling the Court you cannot afford an attorney and to consider your financial circumstances in determining whether you qualify for a court-appointed attorney in this case at a reduced cost or no cost to you. You are answering these questions under penalty of perjury and you may be held in contempt of court if you do not answer truthfully, or if you fail to notify the Court of any material improvement in your financial circumstances while your case is pending.

1. What is your marital status? Single Married Partnered Separated Divorced
2. How many other people do you support financially? ____ List age and relationship to you and check those living with you: _____ _____ _____ _____

3. Do you have a job? Yes No. If yes, what do you do and for how long? If no, when did you last work and what did you do? _____
4. What is your approximate monthly take-home pay? \$ _____
5. Do you have income from the following sources? social security disability unemployment
 spousal or child support investments other: _____
 - What is your approximate total monthly income from these sources? \$ _____
 - What is your spouse's approximate total monthly income from all sources? \$ _____
6. Do you own a house? Yes No.
 - If yes, what is the approximate value? \$ _____
 - Approximately how much do you owe on the house? \$ _____
7. Do you have any bank or retirement accounts? Yes No.
 - If yes, what is the approximate total balance of the accounts? \$ _____
8. Do you have any outstanding loans? Yes No.
 - If yes, what type of loans: _____
 - What is the approximate balance owed? \$ _____
9. What are your total approximate monthly expenses? \$ _____
10. How much can you afford to contribute to the cost of an attorney to represent you:
Monthly attorney contribution: \$ _____
Total attorney contribution: \$ _____
11. Any other information about your financial circumstances you want to share: _____

I declare under penalty of perjury that I have read the above statements and to the best of my knowledge and belief these statements are true and correct.

Date

Defendant Signature

CLIENT INFORMATION

The City of Tempe has retained a private attorney to represent you in this case. To assist in this representation, please complete the following form. **This is to be completed and returned to the clerk before you leave the courtroom.**

Please Print

Client name: _____

Mailing address (where you want and can receive case related material):

_____ Apt# _____

City: _____ State: _____ Zip: _____

Cell: _____ Home: _____ E-Mail: _____

Employer (if any): _____ School (if any): _____

Contacts (if any):

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Comments (***non-confidential*** information you want your attorney to know when they initially review your case):

Return completed form to Court Clerk