

**IRLJ 2.4**  
**RESPONSE TO NOTICE**

**(a) Generally.** A person who has been served with a notice of infraction must respond to the notice within 30 days of the date the notice is personally served or, if the notice is served by mail, within 33 days of the date the notice is mailed.

**(b) Alternatives.** A person may respond to a notice of infraction by:

(1) Paying the amount of the monetary penalty in accordance with applicable law, in which case the court shall enter a judgment that the defendant has committed the infraction;

(2) Contesting the determination that an infraction occurred by requesting a hearing in accordance with applicable law;

(3) Requesting a hearing to explain mitigating circumstances surrounding the commission of the infraction in accordance with applicable law;

(4) Requesting a decision on written statements, in accordance with IRLJ 3.5, if this alternative is authorized by local court rule; or

(5)(i) Admitting responsibility for the infraction and attesting that the person does not have the current ability to pay in full.

(ii) If the person selects this option, the court shall provide information about how to submit evidence of inability to pay, how obtain a payment plan, and that failure to pay or enter into a payment plan may result in a collection action, including garnishment of wages or other assets. The court may provide the information by directing the person to the court's website or by responding to any contact information provided by the person to the court.

**(c) Method of Response.** A person may respond to a notice of infraction either personally, by mail, or if allowed by local rule by e-mail. If the response is mailed or e-mailed, it must be postmarked or e-mailed not later than midnight of the day the response is due.

[Adopted effective January 1, 1981; Amended effective September 1, 1992; January 3, 2006; January 1, 2023.]