



HENDERSON MUNICIPAL COURT

TRAFFIC ATTORNEY SESSION

COURT APPEARANCE RULES

FAX: (702) 267-3305

1. Privately retained attorneys, in good standing with the State Bar of Nevada, may have traffic and parking citations set in the Henderson Municipal Court's Attorney Traffic Session in lieu of making an appearance at the scheduled court appearance date/time noted on the citation(s). The previous Traffic Fax Arraignment process has been discontinued.
2. Juvenile Traffic Arraignments (JTA) are mandatory court appearances for the attorney and the defendant and therefore not eligible for this program.
3. Attorney Traffic Sessions are held each Tuesday (holidays excluded) at 2:00 p.m. in Department 5. An appearance at an Attorney Traffic Session is an **optional** court appearance if the charge(s) has been successfully negotiated with the Henderson City Attorney's Office, Criminal Division.
4. Attorneys shall fax their request for the Attorney Traffic Session anytime prior to the scheduled court appearance date noted on the citation using the **Attorney Traffic Session Court Appearance** form.
5. The Attorney shall complete the **Attorney Information** and **Case Information** portions of the form and return to the Henderson Municipal Court via facsimile at **267-3305**.
6. Upon receipt, the Court shall vacate the scheduled traffic arraignment or suspend the Bench Warrant Notice and calendar the citation(s) on the next available attorney session and forward notification to the Henderson City Attorney's Office – Criminal Division for negotiation.
7. The City Attorney's Office will make contact with each attorney in order to discuss resolution to the charge(s). If an offer is accepted, then the City Attorney's Office shall fax the **Attorney Traffic Session Negotiation** form to the attorney of record for signature.
8. If an offer is accepted, the attorney of record shall complete the **Attorney Traffic Session Negotiation** form and fax the signed form along with all required documentation (i.e. proof of insurance, registration, or license) to the City Attorney's Office at 267-1371 no later than one (1) working day prior to the scheduled court session. All documentation will be reviewed by the Judge at the Attorney Session.
9. A summary report for each attorney will be faxed to the attorney of record within two business days of the court session. If a program other than Traffic Safety School is accepted as part of the negotiation, you must contact the Court Programs Division to obtain the proper referral paperwork at 267-1350.