



## VIOLATIONS BUREAU INFORMATION SHEET

The Violations Bureau is a choice provided by the Eugene Municipal Court to resolve eligible minor traffic violations with a reduction in the base fine. Per ORS 153.800 and Municipal Court Order 98-001, Eugene Municipal Court clerks have been appointed by the presiding judge to serve as Violations Bureau clerks.

Violations Bureau clerks have the authority to review the defendant's driving record and reduce the base fine amount based upon this review. The Violations Bureau clerk cannot take into account any extenuating circumstances or explanations for the citation. Defendants wishing to offer an explanation or provide evidence of mitigating circumstances related to the issuance of the citation must appear before a judge.

You must meet the following criteria to be eligible for a base fine reductions through the Violations Bureau:

- Your citation is for a traffic violation listed on the [Violations Bureau Fine Reduction Schedule](#)
- You have had two or less moving violations (including your new charge) within the past two years
- Your citation did not involve an accident

If you have been charged with Driving Uninsured and are interested in having this charge reduced through the court's violations bureau you will need to obtain a Letter of Experience from your insurance underwriter or show a valid Insurance card. The Letter of Experience should be submitted on the underwriter's letterhead. If your driver's license was suspended, the letter of experience must state that the policy would cover a suspended driver.

The following information **MUST** be included in your Letter of Experience or on your Insurance Card:

- Your name
- Vehicle identification
- A coverage start date that is **PRIOR** to the date on your citation

If you meet the eligibility requirements listed above, you may come to the front counter of the Eugene Municipal Court to speak with a Violations Bureau clerk. The clerk will review your driving record to confirm eligibility. If eligible the Violations Bureau clerk will have you sign a Violations Bureau Waiver form. The signed form acknowledges that you understand you are waiving your right to a trial and that the charge will be a conviction on your driving record.

You may appear before a Violations Bureau clerk Monday through Friday at 1102 Lincoln Street from 8:00 AM to 4:00 PM, excluding holidays and designated court closure days. Payment of the reduced amount may be paid with VISA, MasterCard, check or cash. **Your citation must be entered** into the court's data system by the Eugene Police Department prior to your visit.



For a complete list of traffic violations with reduced based fine amounts, see the [Violations Bureau Fine Reduction Schedule](#). Charges listed on the schedule are eligible for the Violations Bureau fine reduction process.

If you have questions or need more information about the Violations Bureau, please contact the court at 541-682-5400 or [eugenemunicipalcourt@ci.eugene.or.us](mailto:eugenemunicipalcourt@ci.eugene.or.us).