

TOWN OF CARYVILLE MUNICIPAL COURT

Re: COVID-19

In response to the Covid-19 Pandemic and the Order of the Supreme Court on March 25th, 2020 (and all amendments thereto) the Town of Caryville shall adopt the following to be incorporated into its normal court operating procedure:

1. The Town of Caryville will continue to accept payments for issued citations. Payments may for fine and costs can be sent by check or money order to Town of Caryville, 4839 Old Highway 63, Caryville, TN 37714. Please understand that paying the ticket is an admission of guilt.
2. If you want to pay the ticket but need additional time for payment you may call Laura Ridenour with the Town of Caryville at (423) 562-9478 or email at lauraridenourtoc@yahoo.com. You may also pay online at <http://www.caryvillepay.com>.
3. If you need additional time to pay, the Clerk will have the authority to reset your case for one (1) month and placed on docket for cost review.
4. During this period this Court has authorized its Clerk to permit on-line driving school should the Defendant request same. This authorization will allow the Town to balance its docket with the need to minimize attendance in court and/or the municipal building.

If you want to attend driving school you may do the following:

- a. Call Laura Ridenour at (423) 562-9478 or email to lauraridenourtoc@yahoo.com and request the driving school option. Upon election to attend the on line driving school, you will be provided a reset court date.
- b. After you have contacted the Clerk regarding your election to attend online driving school, you will receive a new court date and you must attend the online school prior to your reset court date. Further, you are to submit a certificate of completion from a certified driving school to the 4839 Old Highway 63, Caryville, TN 37714 via mail or electronic mail.
- c. It is your responsibility to schedule, pay for and attend a certified driving school. Also, it is your responsibility to submit the completion certificate to the Clerk.
- d. After completion of the on line driving school, you must forward (1) your certificate of completion and (2) check or money order for court cost to the City Clerk.

- e. If you have requested the driving school option but failed to pay your costs and/or provide proof of attendance, your costs may be forfeited as an admission of guilt and the matter will be removed from the docket.
 - f. Pursuant to State and Federal law, persons who hold a Commercial Drivers License are not eligible to attend driving school.
5. If you want to exercise your right to a hearing and contest the validity of the citation, you may appear for a hearing by doing the following:
- a. Call Laura Ridenour at (423) 562-9478 and request a hearing on your citation.
 - b. Your hearing will be conducted on the appearance date contained on your citation unless otherwise directed by the Clerk.
 - c. Until further Order of this Court, the courtroom access will be limited. On the date of your hearing, you will be instructed by the Clerk and/or court bailiff as to the specifics of your hearing. You will not be granted access to the courtroom until you are called for your hearing. At all times in the Courtroom you will be required to maintain a 6 foot distance from yourself and all others unless directed otherwise by Court personnel.
 - d. If you fail to appear for your scheduled hearing the Clerk will be directed to forward your failure to appear to the Tennessee Department of Safety, which may suspend your driving privileges.
6. If your Town of Caryville citation involves violation of a city code or ordinance rather than a traffic citation, please contact the City Clerk at (423) 562-9478 for instructions on how to proceed prior to the court date on your citation.
7. All matters previously set for the May 2020 docket are hereby reset for a later court date. The City Clerk shall notify parties of all pending cases for the May docket of any reset date.

Reid Troutman /s/

Reid Troutman
Municipal Court Judge for Town of Caryville