

TOWN OF JACKSBORO MUNICIPAL COURT

585 Main Street
P.O. Box 75
Jacksboro, TN 37757

Telephone: (423) 562-9312
Facsimile: (423) 566-8121

Dear Sir/Madam:

Due to the Covid-19 Pandemic, the normal operating procedures of the Jacksboro Municipal Court have been modified. If you have received a traffic citation, you have the following options:

1. You may mail your fine and costs by check or money order to Town of Jacksboro, P.O. Box 75, Jacksboro, TN 37757. Please understand that paying the ticket is an admission of guilt.
2. If you want to pay the ticket but need additional time to have adequate money to pay the ticket in full, you may call the Jacksboro City Clerk at 423-562-9312. If you need additional time to pay, the Clerk will have the authority to reset your case for one (1) month to be put on a "cost status" docket. Please be advised that the Clerk may only extend the case for one month, and if you choose this option the case will not be returned to the hearing docket. Also be advised that the Clerk may not accept partial payments, meaning that when you pay your citation you must pay it in full.
3. If you want to attend driving school to prevent getting points on your driving record you may do the following:
 - A. Call the Jacksboro City Clerk at 423-562-9312 and request the driving school option.
 - B. To be eligible you must not have attended driving school previously for the Town of Jacksboro. A list of prior attendees is maintained by the Clerk.
 - C. You must pay your fine and costs prior to your scheduled Court date, preferably by mail, and you must pay your fine and costs prior to attending driving school.
 - D. After you have called the Clerk and requested the driving school option, you will have sixty (60) days from your scheduled court date to submit a certificate of completion from a certified driving school to the Jacksboro City Clerk at P.O. Box 75, Jacksboro, TN 37757, preferably by mail.
 - E. On-line driving school courses are acceptable.
 - F. 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.

- G. If you have requested the driving school option and paid your fine and costs, but have not submitted a driving school certificate to the Jacksboro City Clerk within sixty (60) days of your scheduled hearing date, your fine and costs will be forfeited as an admission of guilt and the matter will be removed from the docket.
 - H. Pursuant to State and Federal law, persons who hold a Commercial Drivers License are not eligible to attend driving school.
4. 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 the Jacksboro City Clerk at 423-562-9312 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. The time of your hearing will be staggered on fifteen minute intervals in an effort to minimize the number of persons in the Courtroom. The Clerk will tell you the exact time of your hearing and you will need to enter the Courtroom at that time, along with any witnesses that you intend to call. 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.
5. If your Town of Jacksboro citation involves violation of a city code or ordinance rather than a traffic citation, please contact the Jacksboro City Clerk at (423) 562-9312 for instructions on how to proceed prior to the court date on your citation.

Sincerely,

Robert R. Asbury
Municipal Court Judge