

LaFOLLETTE CITY COURT

215 South Tennessee Ave.
LaFollette, TN 37766

Telephone: (423) 563-0720
Facsimile: (423) 562-4281

Court Clerk Hours: Mon - Fri 8:00 a.m. - 4:30 p.m.
Court in session: 1st and 2nd Thursday of each month at 6:00 p.m.

RE: COURT POLICIES AND PROCEDURES DURING COVID-19

A list of violations with descriptions and costs may be found at www.lafollettetn.gov/departments/police-department/fines.

You may reach the City Clerk at the telephone number above, or by email at citycourt@lafollettepd.org.

Many people come to court to present proof of insurance or other types of compliance. Please tell the City Clerk, who has been authorized to accept your documentation, when you discuss your payment options described below. Be advised the system will not accept partial payments, and you must pay in full.

The normal operating procedures of the LaFollette City Court will be modified anytime it is operating under a state of emergency for the Judicial Branch declared by the Tennessee Supreme Court.

If you have received a traffic citation, you have the following payment options.

OPTION 1. You may pay your ticket by phone or on-line with a credit or debit card through www.lafollettecitationpayments.com or toll-free at (844) 293-3736. You may mail your fines and costs by cashiers check or money order with the citation number on your form of payment made payable to LaFollette City Court at 215 S. Tennessee Ave., LaFollette, TN 37766. If the municipal building is open, you may pay in person at the window on the right at the entrance.

If you voluntarily pay before your court date while in-person hearings are limited due to COVID-19, it is the policy of this court that you will not be penalized with points assessed against your driver's licenses.

OPTION 2. If you are not able to pay your ticket in full, you may ask the City Clerk PRIOR TO your court date to enroll you in the City of LaFollette's driving school. Your case will be removed from the hearing docket and you will not have to come to court.

LaFollette driving school is scheduled periodically for four (4) hours on a Monday night. You must pay the class fees before you attend. After you complete the class, your fines and court costs will be waived upon this Court's presumption the COVID-19 shutdown has caused you and your family a financial hardship. This Court is waiving normal eligibility requirements for attendees of LaFollette's driving school. The reduced class fee and eligibility waiver cannot be offered for on-line driving schools outside the authority of the LaFollette Police Department. You must enroll BEFORE your court date to be eligible for this accommodation.

Please note, pursuant to State and Federal law, persons who hold a Commercial Drivers License are not eligible to attend driving school, and this cannot be waived.

The City Clerk will be sending, by mail or email, written notices for driving school scheduled when it can be safely taught by post-certified Police Instructors. You need to advise the Clerk if your mailing address changes from the one that appears on your driver's licenses, so you will receive the driving school mailings. You are encouraged to provide an email address to citycourt@lafollettepd.org.

If you have been laid off or you are not otherwise working due to COVID-19, you may ask the City Clerk about community service with the various approved organizations in and around the City of LaFollette. However, during the shutdown, those services are limited and may not be available.

Due to delays caused by COVID-19 shutdowns, you will have more time to pay tickets under the two (2) options above than you would during normal court schedules. Be mindful that the terms in the above Options offered under these COVID-19 procedures are not given by this Court under normal conditions. You are encouraged to take advantage of these opportunities while the courts are closed.

OPTION 3. You always have the right to contest a ticket, and your case will be scheduled when in-person hearings reconvene. You will have the opportunity to present witnesses and written evidence. You may be invited to participate in a ZOOM hearing as described below.

If the Court is closed on the date listed on your citation, the City Clerk will mail you a NOTICE of your rescheduled hearing date set when in-person hearings reconvene.

As the COVID-19 shutdown is extended, the Court may conduct hearings online through the ZOOM App. You would be able to participate with an internet device that is set up to receive email, such as a smart phone, a tablet or a PC webcam. If you are interested, please provide the City Clerk with your email address and cell phone number. No one will be penalized if they do not have this

equipment. ZOOM is free for participants, and the Court will host the session.

ATTENDANCE IN COURT:

When in-person hearings reconvene, Court will be conducted to protect the health and safety of all participants. Many of us are high risk.

Anytime you must bring a child to LaFollette City Court, please stop at the window and tell a court officer so we can accommodate you at the beginning of the docket.

Courtroom seating will be spaced to maintain a 6 foot distance. Please maintain this distance for any persons who are not members of your household.

Please wear non-offensive facial covering of your choice such as a mask or bandana.

Please come to the podium as your name is called. The Bailiff will call the docket in a manner to allow you to maintain social distancing.

In the event we cannot safely accommodate all participants in the Courtroom, there will be a Court Officer at the courtroom entrance to provide instructions.

If you are familiar with the Zoom App and equipped with a smart device, please advise a Court Officer and provide your contact information. You may be given permission to leave so the Court can conduct your hearing online at the end of the docket.

If your citation involves violation of a city code or ordinance rather than a traffic citation, your case will be scheduled by mail when in-person hearings reconvene.

If you fail to appear for your scheduled hearing, the Clerk will forward your failure to appear to the Tennessee Department of Safety, which may suspend your driving privileges.

Sincerely,



Kathy Parrott
LaFollette City Court Judge