

## Fine and Ticket Information

### **Pay on-line:**

You may pay your ticket/citation fines online. Visit [www.mncourts.gov](http://www.mncourts.gov) to "Pay Fines Online". You will need either your ticket/citation number or your court file number to access your fine.

### **Pay by Phone:**

To pay by credit card: call 1-800-657-3611 or in the Minneapolis/St. Paul metro area 651-281-3219. You will need either your ticket/citation number or your court file number to access your fine.

### **Pay by mail:**

Make check or money order payable to Minnesota Court Payment Center and mail to:

Minnesota Court Payment Center  
PO Box 898  
Willmar MN 56201

DO NOT MAIL CASH

### **Check your fine balance:**

To access your fine account balance online, visit the Minnesota Judicial Branch at [www.mncourts.gov](http://www.mncourts.gov)

1. Click on "Find Court Records".
2. Select "Access Trial Court Records".
3. Read and accept the terms of use. This will bring you to the Minnesota Public Access Remote View.
4. From the drop-down menu, select Wadena.
5. From the list of options, select Criminal/Traffic/Petty Case Records.
6. From the Search By drop-down menu, you have the option of searching by Case, Defendant, Citation, or Attorney. If you are searching by case number, remember to enter 80 at the beginning.
7. From your search results, locate and click on the blue hyperlink of the case you want to review.
8. On the register of actions page, scroll to the bottom of the page to review the Financial Information portion of the case for the balance owing.

*Please note:* If there is any reference in the "**other events and hearings**" section of the register of actions, that the case has been sent to collections and you will need to contact the Department of Revenue at 1-800-657-3909, as the balance that is owed will be different than the amount due to collection fees.

### **When you need to appear in person:** (415 Jefferson Street S, Wadena)

You must appear in court if:

- You wish to plead not guilty
- You wish to plead guilty with an explanation
- You have endangered life or property (Box will be checked on the front of the ticket)
- The offense you have been charged with is a Mandatory court appearance.
- You wish to request a payment plan (must qualify)

**No Proof of Insurance Violation:**

If you received a citation for No Proof of Insurance and the vehicle you were driving was insured on the date and time of offense, you must provide one of the following that shows there was valid coverage on the date of offense:

- A copy of the insurance coverage card for that vehicle,
- A letter from the insurance agent,
- Or a copy of the insurance policy.

The information received must include the name of the insured and the vehicle type.

The information can be faxed to the Court Payment Center at 320-231-6507. Include a copy of the ticket with your proof of insurance.

If you are charged with another payable violation, you may mail your payment for the violation along with your proof of insurance to the Minnesota Court Payment Center.

Minnesota Court Payment Center  
PO Box 898  
Willmar, MN 56201

**Failure to Appear:**

Failure to pay by or appear on the court date indicated on your ticket will be considered a plea of guilty and waiver of trial and may result in one or more of the following actions being taken against you:

- Certification of the charges to your driving record,
- Drivers License suspension,
- Issuance of a bench warrant for your arrest,
- Referral of your debt to a collection agency,

If referred to a collection agency, additional fees will be assessed. The collection agency is authorized to take the following actions to collect your debt: levy your bank account, seize your property, file a judgment or lien which will affect your credit rating, revoke or deny personal or business license, offset vendor payments owed to you by a state agency, levy wages, seize tax refunds or refer your debt.

**It is your responsibility to notify the Court of any change of address.**