



# Spring Hill Municipal Court

199 Town Center Parkway

Mail to: P.O. Box 789

Spring Hill, TN 37174

(931)486-2252 xt. 243 • (888)774-8988 xt. 243 • Fax (931) 486-0516

[www.springhilltn.org](http://www.springhilltn.org)

Email Court Clerk at [jmitchell@springhilltn.org](mailto:jmitchell@springhilltn.org)



Check the bottom of your citation to determine which court your case is set for. If you receive a citation for one of the courts below, you need to contact that court for the amount due. Check your court date thoroughly! A common mistake is to read the court date incorrectly at the bottom of the citation. The correct format (*left to right*) is: **DAY, DATE, MONTH, YEAR & TIME.**

### WILLIAMSON CO. GENERAL SESSIONS COURT

135 4<sup>TH</sup> AVENUE SOUTH  
FRANKLIN, TN 37064  
ROOM 135 – CLERK  
(615) 790-5454

### WILLIAMSON CO. JUVENILE COURT

JOHN EASLEY CRIMINAL JUSTICE CENTER  
408 CENTURY COURT  
FRANKLIN, TN 37064  
(615) 790-5812

### MAURY COUNTY GENERAL SESSIONS PART II

115 N. MAIN STREET  
MT. PLEASANT, TN 38474  
(931) 379-3340

### MAURY COUNTY JUVENILE COURT

41 PUBLIC SQUARE  
3<sup>RD</sup> FLOOR – COURTROOM  
COLUMBIA, TN 38401  
(931) 375-1117

### WHAT IS REQUIRED OF YOU TO SATISFY A SPRING HILL MUNICIPAL COURT CITATION

You are required to either pay your citation before your court date, or appear before the Municipal Court Judge on the court date shown on the bottom of your citation. Court starts promptly at 9:00 A.M. in the Spring Hill City Hall Courtroom.

#### TRAFFIC SAFETY SCHOOL

If you have a clear driving record for the past 3 years (no moving violations in any state) and you have not completed a traffic safety school class within the past 3 years, then you may be eligible to go to traffic safety school to keep this violation off your driving record. You must appear on your court date so the Judge can determine your eligibility.

#### PLEAD NOT GUILTY

If you wish to plead not guilty, you must either appear on your court date for a hearing to enter a plea of not guilty, or you may waive your right to a hearing and enter a not guilty plea by emailing the court clerk at [jmitchell@springhilltn.org](mailto:jmitchell@springhilltn.org). Once your not guilty plea has been received, your case will be re-set for a trial and the issuing officer will be subpoenaed for court. If you do not receive a confirmation email, call the court office to ensure your plea has been received and to find out the date and time for your trial.

### FAILURE TO APPEAR IS CONTEMPT OF COURT IN SPRING HILL MUNICIPAL COURT

This is a separate offense, which has no relation to your guilt or innocence with respect to the initial violation. Failure to appear on your scheduled court date or pay the citation prior to your court date will result in an additional fine, court cost, litigation tax and an administrative fee in the amount of \$173.75. A collection agency may be used which will result in additional costs and could impact your credit.

#### AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act prohibits discrimination against any qualified individual with a disability. The TN Judicial Branch does not permit discrimination against any individual on the basis of physical or mental disability in accessing its judicial programs. In accordance with the Americans with Disabilities Act, if necessary, the Tennessee Judicial branch will provide reasonable modifications in order to access all of its programs, services and activities to qualified individuals with disabilities.

If you need assistance, have questions or need additional information, please contact your Local Judicial Program ADA Coordinator:

Shelley Taylor  
(931)486-2252 xt. 213  
[staylor@springhilltn.org](mailto:staylor@springhilltn.org)



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## FINES & FEES FOR SPRING HILL MUNICIPAL COURT ONLY

If there is more than one violation on your citation, call the court office to get the correct amount due. You only pay court cost & litigation tax/cash bond forfeiture once per citation.

<input type="checkbox"/>	Traffic Light/Stop Sign	\$138.75
<input type="checkbox"/>	Registration Violation	\$138.75
<input type="checkbox"/>	Failure to Carry Driver License	\$138.75
<input type="checkbox"/>	Speeding in <u>any</u> 20 mph zone	\$138.75
<input type="checkbox"/>	Speeding in a school zone	\$138.75
<input type="checkbox"/>	Speeding 1- 10 miles over limit	\$118.75
	Speeding 11-20 miles over limit	\$128.75
	Speeding 21+ miles over limit	\$138.75
<input type="checkbox"/>	All Other Moving Violations	\$138.75
<input type="checkbox"/>	Child Restraint Law, non-booster	\$ 50.00
<input type="checkbox"/>	Child Restraint Law, booster seat	\$138.75
<input type="checkbox"/>	Seat Belt Law-First offense	\$ 25.00
<input type="checkbox"/>	Seat Belt Law-Subsequent offense	\$ 50.00
<input type="checkbox"/>	Vehicle Light Law	\$138.75
<input type="checkbox"/>	Muffler Law	\$138.75
<input type="checkbox"/>	Window Tint	\$138.75
	Handicapped Parking	\$ 51.00
<input type="checkbox"/>	Parking Violations-First offense	\$ 26.00
<input type="checkbox"/>	Parking Violations-Subsequent	\$ 51.00
	All City Ordinance Violations	\$125.00
	Failure to Appear	\$173.75

## FINANCIAL RESPONSIBILITY (NO INSURANCE)

IF YOU HAD INSURANCE COVERAGE WHEN YOU WERE CITED AND DID NOT HAVE YOUR INSURANCE CARD IN THE VEHICLE, YOU MAY PROVIDE PROOF TO THE CLERK. INSURANCE MUST BE IN EFFECT ON THE DAY THE CITATION WAS WRITTEN.

SHOULD INSURANCE NOT BE IN EFFECT WHEN THE CITATION WAS WRITTEN, YOU WILL NEED TO PAY THE CITATION IN THE AMOUNT OF \$138.75. THE STATE WILL BE NOTIFIED AND YOUR LICENSE IS SUBJECT TO SUSPENSION.

## SPRING HILL MUNICIPAL COURT EXPECTATIONS

RESPECTFUL ATTIRE IS REQUIRED INSIDE THE COURTROOM

PERSONS WEARING INAPPROPRIATE CLOTHING TO COURT WILL NOT BE HEARD ON THAT DAY'S DOCKET, BUT WILL BE REQUIRED TO LEAVE COURT AND APPEAR WHEN THEY CAN APPEAR IN APPROPRIATE ATTIRE. THE DETERMINATION OF WHAT CLOTHING IS INAPPROPRIATE WILL BE MADE BY THE JUDGE.

- NO SHORTS, CAPS OR HATS
- NO HALTER TOPS OR TANK TOPS
- NO EXERCISE ATTIRE
- PANTS MUST BE WORN AT WAIST LEVEL

**FOR A COMPLETE LIST OF ALL COURT RULES GO TO [www.springhilltn.org](http://www.springhilltn.org).**

**BE PREPARED TO PAY ALL FINES, FEES, TAXES & COSTS ON YOUR COURT DATE.**

## HOW TO PAY YOUR SPRING HILL MUNICIPAL COURT CITATION

**WE ACCEPT VISA • MASTERCARD • CASH • MONEY ORDER • CASHIERS CHECK • PERSONAL CHECK (BEFORE COURT)**

### PAY IN PERSON AT SPRING HILL CITY HALL

199 Town Center Parkway  
Spring Hill, TN 37174  
Office Hours (except City Holidays)  
Monday-Friday 8:00 A.M. – 4:30 P.M.

### PAY BY MAIL

Spring Hill City Court  
P.O. Box 789  
Spring Hill, TN 37174

### PAY BY PHONE

(931) 486-2252 XT. 243



**If you have a disability & need assistance contact (931) 486-2252 xt 213 or by email at [staylor@springhilltn.org](mailto:staylor@springhilltn.org)**