

**CITY OF BEND / MUNICIPAL COURT**  
**555 NE 15<sup>TH</sup> Street, Bend, OR 97701**  
**(541) 388-5572 – Option #9**

**“NO CONTEST” PLEA**

**Use this form to make a written appearance and enter a plea of “No Contest”.**

Complete all of the shaded areas of this form. If this form is incomplete or illegible, your entry of plea may be rejected.

1. Entering a plea of "No Contest" typically results in a conviction and a fine/penalty as a sanction.
2. Appearance Date: Your appearance date can be found on your citation. Your entry of plea should be received on or before your appearance date. If your appearance date has passed, your plea must be received within 30 days of your original court appearance.
3. Statement of Explanation: You may submit a written explanation to the Judge. The Judge may consider your explanation in determining the amount of your fine. You may use the reverse side of this form for your written explanation. Plea forms without a written explanation may be adjudicated by the clerks under the authority of the Violations Bureau Order.
4. Response: If you are submitting this form by mail or by drop box, the Court will mail a response to you at the address you provide below in approximately 2 to 6 weeks. It is your responsibility to inform the Court of any change of your address. If you do not receive a response, it is your responsibility to contact the Court to determine the status of your case.
5. Payment: To submit your payment with your plea, the Court accepts Visa/MasterCard/Discover, cash, personal checks, or money orders. Make checks or money orders payable to: City of Bend. **Please DO NOT leave cash or credit card information in the drop box.**

<u>CITATION/SUMMONS #</u>	<u>Description of Violation</u>

I certify that I have chosen to appear in writing on the above citation(s), rather than appear in person before the Judge. I understand that I have the right to plead “Not Guilty” and have the matter set for trial. I hereby waive my right to trial and enter my plea of “No Contest” to the violation(s) above. I have read and understood the instructions on this form.

Signature:	Today’s Date:
Printed name:	
Mailing address:	
City, State, Zip	
Driver’s License #:	Driver’s License State:
Date of Birth:	Phone Number: