



Sandy Municipal Court  
39250 Pioneer Blvd.  
Sandy, OR 97055  
503.826.1939 - court@ci.sandy.or.us

## NOT GUILTY PLEA AND REQUEST FOR TRIAL

INSTRUCTIONS: SUBMIT A WRITTEN REQUEST FOR A TRIAL before the day and time the citation requested you to appear in court. If you respond by mail, the mail must arrive at the court before the time you are required to appear. If you respond by emailing the form to the court at [court@ci.sandy.or.us](mailto:court@ci.sandy.or.us), the email must arrive at the court before the time you are required to appear.

Fill out all lines on the form or the court will not be able to process your request for a trial. Contact the court if you need assistance.

I enter a plea of NOT GUILTY and request at trial.

Citation Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**IMPORTANT:** You have a right to a trial. The court will give you notice of the time and place when you **MUST** appear in person and may impose penalties if you do not appear. The court may require you to deposit money to assure your appearance if you failed to appear on any offense charges in the past. If the court finds at trial that you are guilty, the court cannot impose a fine that is **LESS** than the minimum fine amount. The court will not impose a fine if it finds you not guilty.