



Email Dispositions- Frequently Asked Questions

Procedure Questions:

I would like to resolve my case via email, how does this process work?

- The Email Disposition Process has been created to allow you as a defendant in Colorado Springs Municipal Court to resolve certain cases via email, without having to appear in court. To begin, you must request an email disposition by completing the form on coloradosprings.gov/municipal-court. Next, you must sign an Advisement of Rights form and return the form to allow the process to begin. Once you have returned the required advisement form a prosecutor with the City Attorney's Office will review the case and create a plea offer to resolve the matter. You will receive this offer and a form setting your case for an additional review before the Court. If you choose to accept the plea, you must sign the plea agreement and a court setting sheet for the review, and email both forms back to the Prosecution Division of the City Attorney's Office at Mail.Dispositions@coloradosprings.gov. The Court will then review the plea and accept the agreement on the record (without you having to appear). Then, the case will be scheduled for the review date you previously signed for. Finally, you must choose one of the options to pay the fines and costs as detailed in the plea agreement. Only if those payments are made, will the future court date be cancelled and the case concluded.

What if I would like to speak with a prosecutor directly, or negotiate my plea agreement individually?

- The Email Disposition Process does not allow you to actively negotiate a plea agreement, speak directly with a prosecutor, or dispute your case. If you wish to actively negotiate your plea or to speak directly with a prosecutor you must contact the Colorado Springs Municipal Court at (719)-385-5928 to set a court date called a pretrial conference where the prosecutor will be present for individual negotiation and discussion.

What steps do I need to take to complete my plea via email?

- Each step of the process will be explained in the emails sent to you. However, the basic outline is as follows:
 1. Request an email disposition via the form on the Colorado Springs Municipal Court website.
 2. Immediately print the Advisement of Rights displayed after you submit your request on the website.
 3. Sign the Advisement of Rights in both places indicated, and email the signed document to the Court at MunicipalCourtViolations@coloradosprings.gov.
 4. Review the City Attorney's email, then sign and return the Plea Form and Review Date Setting Sheet.
 5. After receipt of an email confirmation from the Court that the plea has been accepted, pay the fines/costs agreed upon in the plea.

What happens if I do not wish to accept the plea agreement?

- If you do not wish to accept the plea agreement, or if you decide to contest your case at a trial, you must contact the Colorado Springs Municipal Court at (719)-385-5928 and reset your case for another court appearance.

Can someone request an email disposition on my behalf?

- No. Only the defendant may request and complete an email disposition. If the defendant is under 18 years old, a parent or guardian must be involved in the process and sign all of the documentation.

What happens if I wish to get an attorney?

- If you wish to get an attorney, you may no longer complete a plea via email disposition, as your attorney will have to represent you and handle the plea negotiations in the case. Should you retain an attorney, please contact the Colorado Springs Municipal Court at (719)-385-5928 and reset your case for a pretrial conference with your attorney.

Plea Form Questions:

What is included on this plea form?

- The plea form includes an advisement of rights that you are waiving by entering your plea. These rights are listed in the grey section at the top of the form. The plea form indicates the amended charge that is being offered to you. The form also includes additional information for the Court, including potential driving history, case information, and other relevant issues if applicable. Finally, the plea form indicates the required sentence- most commonly fines and costs. The form has lines for signatures from the City Attorney Prosecutor and you, the Defendant.

Why does my plea form ask me to plead guilty to a charge that is unrelated to my case?

- For traffic cases, a plea agreement might offer to reduce the original charge to a charge with a lower point value. In order to reduce points from a traffic offense, it is necessary to change the charge even if it might not be factually related to the case. It is being changed to give you the benefit of less points in your case.

Do I have to plead guilty to accept the plea?

- Yes, in order to accept the plea you must enter a guilty plea to the charge(s) indicated on your plea agreement. If you do not wish to plead guilty (meaning you wish to plead not guilty and contest the case) you must contact the Colorado Springs Municipal Court at (719)-385-5928 and reset your case for another court appearance.

Can I make changes to this form?

- No. The only change that you can make to the plea form is the addition of your signature on the bottom right hand corner (next to the line that says Defendant), indicating that you accept the plea. If you change anything else on the plea agreement form we will reject it, and you may face criminal charges.

Payment of Fines and Costs:

How do I pay my fines and costs?

- Fines and costs can be paid only **AFTER** the plea agreement has been accepted by the Court. If you pay the fines and costs before that, the plea will be to the original charge with no reduction. Please wait until the Court sends you an email indicating the Court has accepted the email disposition plea agreement. At that point the Court will also send information regarding how to make payments. The Court currently allows payment via the internet (with a service fee for processing), by phone (with a service fee for processing), mailed check or money order, in person at the Municipal Court, or with a dropbox at the Municipal Courthouse.

1. Additional details regarding payment methods will be provided by the Court after the plea is accepted.

What is the Review Date I am signing for? Do I have to appear?

- The Review Date you are signing for is a way for the Court to review your case and determine if your fines and costs have been paid. It is a required court appearance, which is why email dispositions require you to sign the document setting a new court date. However, if payment is made in full before your Review Date, the court appearance is cancelled and your case is closed, so you do not need to appear.
 1. If you need additional time to make payment on your case, you must appear at the Review Date to request more time from the Court.
 2. If you do not pay your fines and costs before the Review Date, and you do not show up to your scheduled court appearance, the Court will enter judgment on the outstanding fines and costs. The Court will then refer the outstanding balance to collections.

Contact Numbers for Questions:

- If you have questions regarding the meaning of the plea agreement and plea form please contact the City of Colorado Springs City Attorney's Office – Prosecution Division at (719)-385-5925. Please note, we will not be able to negotiate or change your plea offer, but can explain any conditions of the agreement.
- If you have questions regarding whether your plea has been accepted, or any questions regarding payment of fines and costs, please contact the Colorado Springs Municipal Court –Violations Bureau at (719)-385-5928. Please note, the Court Clerks cannot change the plea agreement.