



Syndicate Subscription Legal Plans

TRAFFIC TICKET DEFENSE CLIENT INTAKE QUESTIONNAIRE:

DO NOT PAY THE TICKET IF YOU WANT TO FIGHT IT — paying is treated as a guilty plea. Respond by the due date on the citation or courtesy notice; missing it can add penalties, a civil assessment, and a hold on your driver's license. For DUI, reckless driving, or hit-and-run, contact us immediately — those are criminal charges with separate DMV deadlines.

CONFIDENTIAL. This questionnaire covers traffic citations, including speeding, red light camera, stop sign, cell phone, lane change, seat belt, school bus, parking, and more serious driving offenses. Options vary by court and may include dismissal, reduction, traffic school, a trial by written declaration, or a court trial. If a question does not apply, write "N/A." If unknown, write "Unknown."

NAME OF THE CLIENT:

☐ Full Legal Name: _____ Date of Birth: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Driver's license state & last 4: _____

Syndicate Plan Member ID: _____

License type:

- ☐ Regular license
- ☐ Commercial license (CDL)
- ☐ Provisional / under 18
- ☐ Out-of-state license
- ☐ Permit

Occupation (does your job require driving?): _____

Preferred method of contact:

- ☐ Phone
- ☐ Text
- ☐ Email

PART 1 — THE CITATION

Citation No.	Date Issued	Violation Code / Description	Court / County	Due Date	Fine \$

1.1 Type of violation:

- ☐ Speeding
- ☐ Red light camera
- ☐ Red light / stop sign (officer)
- ☐ Cell phone / texting
- ☐ Failure to signal
- ☐ Improper lane change
- ☐ Distracted driving
- ☐ Seat belt / child seat
- ☐ Passing a stopped school bus
- ☐ Parking
- ☐ Reckless driving
- ☐ Hit and run



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- ☐ DUI ☐ Driving without license / insurance
☐ Equipment / registration ☐ Other

1.2 Issuing agency and officer name / badge: _____

1.3 How was it issued?

- ☐ Officer stopped me ☐ Camera (automated)
☐ Mailed to me later ☐ Issued after a collision

1.4 Have you already paid, pleaded, or appeared in court on this ticket? ☐ Yes ☐ No

1.5 Next court date / response deadline: _____ Arraignment required? _____

PART 2 — WHAT HAPPENED

2.1 Describe what happened in your own words: _____

2.2 Speed alleged: _____ Speed limit: _____ Your actual speed: _____

2.3 How was the violation measured or observed?

- ☐ Radar ☐ Lidar / laser ☐ Pacing by patrol car
☐ Aircraft ☐ Camera ☐ Officer observation
☐ Not sure

2.4 Conditions:

- ☐ Clear ☐ Rain / fog ☐ Night
☐ Heavy traffic ☐ Construction zone ☐ School zone

2.5 Were signs, signals, or road markings missing, obscured, or confusing? ☐ Yes ☐ No

If yes, explain: _____

2.6 Were there passengers or other witnesses? ☐ Yes ☐ No

Names / phones: _____

2.7 Do you have dash-cam video, GPS data, photos, or a navigation app record? ☐ Yes ☐ No

2.8 Was there an emergency or medical reason for your driving? ☐ Yes ☐ No

If yes, explain: _____

2.9 Did the officer say anything you believe was improper or inaccurate? ☐ Yes ☐ No

If yes, explain: _____



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PART 3 — YOUR DRIVING RECORD

3.1 Points on your record in the last 3 years: _____ Other pending tickets: _____

3.2 Have you attended traffic school in the last 18 months? ☐ Yes ☐ No

Traffic school can often keep a point off your record, but eligibility is usually limited to once every 18 months and is generally not available to commercial license holders or for more serious violations.

3.3 License status:

☐ Valid ☐ Suspended ☐ Revoked
☐ Expired ☐ Hold for unpaid ticket

3.4 Have you ever failed to appear or missed a payment on a citation? ☐ Yes ☐ No

Citation number and county: _____

3.5 Has a warrant or civil assessment been added? ☐ Yes ☐ No

3.6 Have you received a DMV notice about points, probation, or suspension? ☐ Yes ☐ No

PART 4 — WHAT MATTERS MOST TO YOU

4.1 Your goals:

☐ Dismiss the ticket ☐ Reduce to a non-point violation
☐ Attend traffic school ☐ Lower the fine or a payment plan
☐ Avoid points for my job / CDL ☐ Avoid an insurance increase
☐ Avoid going to court in person ☐ Fight it on principle

4.2 Options you are considering:

☐ Trial by written declaration (by mail) ☐ Court trial
☐ Negotiate with the court / prosecutor ☐ Just pay it
☐ Not sure — advise me

4.3 Can you appear in court on the scheduled date if needed? ☐ Yes ☐ No

4.4 Would paying the full fine create a financial hardship? ☐ Yes ☐ No

Many courts offer reduced fines, payment plans, or community service based on ability to pay.

PART 5 — SERIOUS OFFENSES & SPECIAL SITUATIONS

5.1 Is this a misdemeanor (DUI, reckless, hit and run, suspended license)? ☐ Yes ☐ No

These are criminal charges, not simple infractions. Please also complete our Criminal Law Advisory Intake Form. For a DUI, a DMV hearing must usually be requested within 10 days of the arrest to protect your license.

5.2 Was anyone injured, or was there a collision? ☐ Yes ☐ No

If there was a collision, please also complete our Traffic Accident Intake Form.

5.3 Do you hold a CDL or were you driving a commercial vehicle? ☐ Yes ☐ No

Commercial drivers face stricter rules, and traffic school generally cannot be used to hide a violation.

5.4 Are you under 18 or on a provisional license? ☐ Yes ☐ No



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5.5 Does your employer or licensing board have to be notified? ☐ Yes ☐ No

If yes, explain: _____

ACKNOWLEDGMENTS

Please check each item to confirm you understand.

- ☐ Paying the ticket is an admission of guilt and usually adds a point to my record.
- ☐ I am responsible for meeting all court deadlines and appearing if the court requires me to.
- ☐ Traffic school eligibility and fine reductions are decided by the court, not by Syndicate.
- ☐ No outcome can be guaranteed.

PART 6 — DOCUMENT CHECKLIST

Please provide copies of the following, if available. Check each item you are including.

- | | |
|--|--|
| ☐ The citation (front and back) | ☐ Courtesy notice from the court |
| ☐ Camera notice & photos | ☐ Your driving record (DMV printout) |
| ☐ Dash-cam / phone video | ☐ Photos of the location & signage |
| ☐ GPS or navigation records | ☐ Proof of correction (registration, insurance) |
| ☐ DMV notices | ☐ Prior traffic school certificate |

Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of assisting with my traffic citation.

Signed and dated this ____ day of _____, 20__

Signature: _____

Print Name: _____

Please Print and Email to STEVE@STEVEMUELLERLEGAL.COM, or
save this document as a PDF and email to STEVE@STEVEMUELLERLEGAL.COM,
Your information will be reviewed within one hour.