

TUCSON CITY COURT
Improved Compliance Assistance Program (ICAP)

What is ICAP – Compliance Assistance Program? The Compliance Assistance Program (ICAP) is a program offered by the Tucson City Court. ICAP is designed to help you resolve past due fines that are owed to the Court that may be preventing the reinstatement of your Arizona driver's license. ICAP allows you to enter into a payment plan for all your cases which have been adjudicated and sentenced without having to see a judge. If you make a required down payment and agree to make affordable monthly payments, the Court will notify the Arizona Motor Vehicle Department (MVD) that you are in compliance with your civil traffic fines and fees due to the Tucson City Court. You may then contact MVD to find out what you must do to reinstate your driving privileges.

How does ICAP work? When you arrive at the Tucson City Court you will be asked to complete a Check-In Sheet. A court employee will review your information and inform you of the down-payment required to qualify for ICAP. It is important to include as much information as possible such as name and date of birth to assist the Court with locating all outstanding debts. The initial down-payment you must make to qualify for ICAP is called the "Pay Today" amount. If you are prepared to do so, you can pay the "Pay Today" amount immediately and enter into a payment plan for the remaining balance. Once you have paid your "Pay Today" amount and signed a payment plan, the Court will notify MVD that you are compliant for all Tucson City Court civil traffic charges included in the payment plan.

What if I have a Tucson City Court warrant? If you have a warrant, you will need to see a Judge to resolve it. The purpose of ICAP is to assist you in becoming compliant with all charges that you have with the Court and seeing a Judge for a warrant will help you achieve that goal. However, even if you have a warrant, you may still qualify for ICAP to resolve cases that have been adjudicated and sentenced. You may address your warrant through our walk-in warrant court held Monday through Thursday in the afternoon session.

What if I don't have the money to pay the "Pay Today" amount immediately? We encourage you to come to the Court to learn about ICAP and confirm the reduced amount you would need to pay to participate. You may begin ICAP as soon as you can pay the "Pay Today" amount. Please note that the "Pay Today" amount quoted to you may change if you get new charges or if additional fees required by law are added during processing of pending charges.

My ICAP "Pay Today" amount is different from the amount quoted in previous letters I received from the Court. Why? The ICAP "Pay Today" amount will change if additional charges are located or if additional fees required by law are added during processing of pending charges. It will also change if you get additional charges or fail to appear or pay on other charges that were not due at the time your original "Pay Today" amount was calculated.

How long will it take to sign-up for ICAP and complete the process? It generally will take less than one hour to complete the process. The time required will depend upon the number and complexity of the charges that you have with the Court and the number of customers we have to serve at any given time.

Do I have to appear in-person at the Tucson City Court to participate in the program? You must appear in-person at the court to participate in the program if you live in Pima County. If you live elsewhere, you may visit our website at: <https://www.tucsonaz.gov/courts/tucson-city-court> to learn how to participate in the program.

What happens if I don't make the payments on the payment agreement? Failure to maintain a payment plan can result in the charges being defaulted again (non-compliant) and a suspension of the driving license. We do encourage everyone to continue communicating with the Court and working with our financial enforcement staff to avoid such issues.

If my charges go noncompliant, may I apply for ICAP a second time? Yes. You may qualify for ICAP by paying an updated "Pay Today" amount and entering into a new payment plan. It is however, in the Court's discretion to decline additional requests to participate in cases of fraud, willful non-payment or other abuses.

What do I have to do to get my driver license? You must apply to the Arizona MVD to get your driver license. If you have participated in ICAP, outstanding fines previously owed to the Tucson City Court will no longer be the basis of a license suspension. However, if MVD indicates there are other reasons for a license suspension, you will need to work with them to resolve any other issues prior to reinstatement.

How do I get to the Court? A map and directions can be found here:
<https://www.tucsonaz.gov/courts/tucson-city-court>

Where do I park? There are several pay for parking lots located within a short walk of the court building.

What should I bring? What should I bring? You should be prepared to pay the "Pay Today" amount with cash, debit card, money order, cashier's check or credit card. Personal checks are required to clear prior to releasing a hold on a driver license so there will be a delay if payment is made by personal check. Tucson City Court requires identification for check and credit card payments. This can be any lawful photo identification such as a driver license or government issued identification card.

Information on security screening and what is allowed in the Court facility can be found here:
<https://www.tucsonaz.gov/courts/tucson-city-court>

If you require special ADA accommodations in the Court building, please call, 520-791-4189 for TTD: 791-2639