

Akron Municipal Traffic Court  
217 S. High St. Room 806  
Akron, OH 44308

**Instructions to Enter a Not Guilty Plea and Request to have case set for a Bench Trial in Traffic Court**  
**(Minor misdemeanor offenses only)**

- Attach a copy of your driver's license or other proof of identification.
- Attach a copy of proof of insurance for the date of the citation. (Failure to show proof of insurance **will** result in a driver's license suspension from the Ohio BMV.)
- Sign and Date the Not Guilty Plea & Request for Trial Date/Acknowledgment of Rights Form.
- Complete and return the Traffic Court Contact Information Update Form.

If you are charged with a minor misdemeanor traffic citation and you wish to enter a plea of not guilty and be scheduled for a bench trial in Traffic Court, please follow the instructions above.

Send all required documents to: Akron Municipal Traffic Court, 217 S. High Street, Room 806, Akron, OH. 44308.

**NOTE:** Failure to return the above paperwork or returning incomplete paperwork within 14 days of your court date as listed on your citation may result in a warrant being issued for your arrest or the forfeiture of your driver's license. If your paperwork is not completed, the scheduling of your case will be delayed.

If you have any questions, please contact the Akron Municipal Traffic Court at (330) 375-2005.

Thank you.