

CITY OF CHERRY HILLS VILLAGE MUNICIPAL COURT

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-783-2720
FAX 303-761-9386

If you are reading this, you have attended Court in Cherry Hills Village for your traffic or code ticket. Please read carefully below about instructions for your case. If you have any questions not covered on this page, please contact the Court Clerk at the number listed above or at court@cherryhillsvillage.com

Paying Your Court Fine

If you could not pay your entire fine in Court, review the paperwork given to you which grants a 30-day extension. Payments are required within 30 days of Court. Please call the Court Clerk directly at 303-783-2720 to make your payment over the phone. You can also pay online at www.cherryhillsvillage.com/xbp. Failure to pay your fine OR contact the Court Clerk directly before the 30-day extension, may result in a suspension being placed on your license and additional fees imposed.

Driving Class and Letter to the Judge

If you were sentenced to a Level 1 Defensive Driving course, please follow the instructions listed below:

- 1) You have 60 days to complete the course from your Court date.
- 2) A referral will be sent in your name to ISAE. An effort to reach out to you will be conducted by ISAE by email or a phone call.
- 3) If you are unsuccessful in connecting with ISAE, you can register at www.isaeonline.com or call (303) 433-1900. You will need your citation number to register for the class. There is a cost for this course when registering.
- 4) After you register for the class online you will receive an email with your log in information. You have 72 hours to complete the course from the first time you log in.
- 5) Within a day of completing the course, ISAE will email you a link to your certificate and essay to the Judge. Please forward this email to the Court at court@cherryhillsvillage.com.

Please note, the Court does not receive notification from ISAE when you have completed the course. It is imperative you email the Court Clerk the certificate and essay to the Judge. Failure to do this will cause your case to move into past due status.

If you were sentenced to an Alive at 25 class, please follow the instructions listed below:

- 1) You have 60 days to complete the course from your Court date.
- 2) A referral will be sent in your name to the Colorado State Patrol Alive at 25 defensive driving course.
- 3) You need to register at www.coloradosafedriver.org or call (720) 269-4046. You will need your citation number to register for the class. There is a cost for this course when registering.
- 4) Alive at 25 classes fill up fast and the earlier you sign-up, the better chance you have of your deadline not becoming past due.
- 5) The certificate of completion will be mailed to you via United States Postal Service from Alive at 25. This will cause a delay in receiving your certificate. If you are concerned about not meeting the 60 day deadline to complete the course please contact the Court at 303-783-2720.
- 6) When you receive your certificate, please make sure to email the Court Clerk a copy of the certificate and your letter to the Judge at court@cherryhillsvillage.com. If you are unable to scan your certificate you can send a picture.

Please note, the Court does not receive notification from Alive at 25 when you have completed the course. It is imperative you email the Court Clerk the certificate and essay to the Judge. Failure to do this will cause your case to move into past due status.

You Be the Judge Survey

Let us know how we are doing. There is a voluntary 3-minute customer service satisfaction survey to fill out if interested. Please visit [The Court Survey](#). This information will help improve the Court experience at all stages of the process and celebrate any successes of what is working. We thank you for your time and opinions with this survey.

After Court, failure to follow-through on conditions imposed on the Court may result in the following but not limited to:

- A. Suspension of driving privileges through the Colorado Department of Revenue
- B. Additional fines imposed
- C. Collections
- D. A return to Court for a Show Cause Hearing

Questions regarding the status of your license and/or how this ticket would impact your license, should be directed towards the Department of Revenue. They can be contacted at (303) 205-5613 or visit <https://dmv.colorado.gov/>

Last updated: 11/23/21