

**Voluntary Assessment Center
P.O. Box 7039
Dover, Delaware 19903
302-739-6911**

“Request To Transfer From VAC”

Name: _____

Address: _____

City/State/Zip: _____

Ticket Number: _____

Phone: _____

Date of Violation: _____

Email Address: _____

Please check one of the following reasons:

I wish to transfer to a JP Court.

I understand that: 1) My case will first be scheduled for the Police Prosecution Program, where a plea agreement may be reached or I may be eligible for a **Probation Before Judgment (PBJ)**; 2) If I am **not** a Delaware licensed driver, I must provide to the court a 5-year certified driving record, showing no prior convictions during that time, in order to be eligible for PBJ; 3) If I have a CDL, I am **not** eligible for PBJ; and 4) If, after speaking with the Police Prosecutor, I still wish to plead not guilty, then my case will be rescheduled for a trial at a later date.

I wish to request a transfer to the Court of Common Pleas.

I understand that if the Court of Common Pleas does not have jurisdiction over my charge(s), my case will be transferred to a JP Court and will follow the above listed procedure.

I understand that by submitting this request my traffic ticket is no longer considered a voluntary assessment. If I have any further questions, I must contact the court where my hearing will be held once I receive my notice.

Do you require an interpreter? If so, what language? _____

Signature: _____ Date: _____

**Send completed form to the VAC at jpcourt@delaware.gov
or fax to 302-739-7590**