

City of Lakewood Prosecuting Attorney's Office 445 South Allison Parkway Lakewood, Colorado 80226 VOICE (303) 987-7450 TDD (303) 987-7057 FAX (303) 716-3762

You have received a traffic summons to appear in Lakewood Municipal Court for failure to provide or possess insurance. If you were insured on the date of the violation, <u>you must provide proof to the court at least two weeks prior to your court date.</u>

Unless you receive notification from the Prosecuting Attorney's Office that your case is being dismissed prior to your court date, it is mandatory that you appear on your court date. Failure to do so could result in a warrant being issued for your arrest. If you have a second charge or if you were not insured on the date of violation, it is mandatory that you appear on your court date. If you have not provided proof of insurance before your court date, your case will be continued when you appear on your scheduled court date.

## You should provide proof by:

- Fax to (303) 716-3762
- Mail to: Prosecuting Attorney's Office
- · Deliver to Prosecuting Attorney's Office
  - Monday through Friday, 8:30am 4:30pm
  - Closed 12:00pm 1:00pm and Tuesday 4:00pm

## Your proof of insurance must include the following:

- · A copy of your valid and current insurance card/ policy
- Your insurance agent's name and telephone number
- The "L" number from your summons (as noted above)
- · Your name and date of birth

In order to protect your privacy, your insurance agent may not release information without prior approval from you. You must also call your insurance agent and authorize them to release your insurance information, or ask your agent to call the Prosecuting Attorney's Office at (303) 987-7450.

Please disregard this notice if you have already provided your proof of insurance.