

INFORMATION ABOUT VIOLATION NOTICES ISSUED IN THE EASTERN DISTRICT OF VIRGINIA

Background

After a federal law enforcement agency issues a violation notice to a defendant, the agency sends the original notice to the national Central Violations Bureau (CVB), located in San Antonio, Texas, for processing. CVB tracks the status of all violations issued on federal property, including the payment history, and enters all violation notices into its database.

- If the violation notice is marked “optional appearance” by the issuing law enforcement officer, the defendant can choose to do one of the following:
 - Mail the required collateral amount (fine) to CVB’s collection office in Charlotte, North Carolina, before the court date. A conviction will be entered, the case closed, and the defendant need not appear in court. OR
 - Appear in court on the scheduled date to contest the violation notice.

- If CVB does not receive the fine within 30 days of the notice’s issuance, CVB will mail to the defendant, two weeks prior to the defendant’s scheduled court date, a notice to appear in court before a magistrate judge on that scheduled date.

- If the violation notice is marked “mandatory appearance” by the issuing law enforcement officer, the defendant **MUST** appear in court before a magistrate judge at the date, time, and place indicated on the violation notice.
 - If the defendant does not appear at the scheduled date, time, and place, a warrant for arrest may be issued, or notice may sent to DMV, which may result in the suspension of driving privileges.
 - If the defendant cannot appear at the scheduled date and time, the defendant must call the appropriate number listed below to reschedule.

Alexandria	703-299-3311
Norfolk	757-441-6331
Richmond	804-916-2230
Newport News	757-247-0784

For general information and questions regarding a violation notice, defendants should contact CVB at 1-800-827-2982.

Payments to CVB

The violation notice is pre-addressed envelope, which the defendant should use to mail in the fine, payable by check, money order, or credit card, with the violation number and location code noted on the check or money order. If the defendant should misplace the envelope, the defendant should write the defendant’s name, address, and telephone number on the check or money order and then mail the check or money order to:

U.S. Courts-CVB
P.O. Box 70939
Charlotte, NC 28272-0939

www.cvb.uscourts.gov

The defendant should not mail payment to the court, unless directed to do so by the court. The defendant may also pay by credit card by calling CVB at 1-800-827-2982.