

If you enter a plea of NOT GUILTY, you must make an appearance before the court or enter your plea in writing. You have the right to a trial by jury, however you must request this prior to the court date. Should you desire a trial, this court will not be bound by the fine schedule listed on the reverse side. You will be notified by mail of the court date set for your trial.

If you enter a plea of GUILTY OR NOLO CONTENDERE (NO CONTEST) the fine(s) are due. Either plea indicates that you agree to waive your appearance before the court for trial. Refer to the fine schedule on the reverse side. Make your remittance by CASHIER'S CHECK OR MONEY ORDER ONLY payable to THE COURT INDICATED. **(PERSONAL CHECKS WILL NOT BE ACCEPTED)**. Return your copy of the citation and this letter with your remittance to assure proper credit. If you fail to respond to the charge(s) by the appearance date shown on the citation, an additional charge will be filed against you for FAILURE TO APPEAR and warrants issued for your arrest. A juvenile who fails to appear by the time and date of a citation may have their license suspended as required by law. Warrant fees of \$50.00 will be assessed for executing or processing a warrant.

"IF YOU FAIL TO APPEAR IN COURT AS REQUIRED BY LAW, YOU MAY BE DENIED THE RENEWAL OF YOUR DRIVER LICENSE AND ASSESSED AN ADDITIONAL FEE"

NON-RESIDENT VIOLATORS: If you have an out of state drivers license and that state is a member of the non-resident violator compact, failure to comply with requirements set forth will result in your license being suspended in your home state.

If you wish to take a **DRIVING SAFETY COURSE** for dismissal of a moving traffic violation, enter a plea below and complete the "Driving Safety Course Request Form/Affidavit" (See Below) in the presence of a notary. **ENCLOSE A #10, SELF ADDRESSED, STAMPED ENVELOPE, NOTARIZED AFFIDAVIT, COPY OF PROOF OF INSURANCE AND \$110.10 MONEY ORDER PAYABLE TO MUNICIPAL COURT (INSTEAD OF PAYING THE FINE)**. You will be sent an approval form. **WAIT TO START COURSE UNTIL YOU RECEIVE APPROVAL**. Your request must be **POSTMARKED** no later than your appearance date. **NO PERSONAL CHECKS**

YOUR REPLY TO THIS COURT SHALL BE POSTMARKED ON OR BEFORE THE APPEARANCE DATE SHOWN ON THE CITATION. A PHONE CALL IS NOT CONSIDERED AN APPEARANCE. A REQUEST BY PHONE WILL NOT BE ACCEPTED.

TEXAS DEPARTMENT OF PUBLIC SAFETY POTENTIAL SURCHARGE NOTICE: "A conviction of an offense under a traffic law of this state or a political subdivision of this state may result in the assessment on your driver's license of a surcharge under the Driver Responsibility Program."

REPLY FORM

Violation: _____

Check One:

_____ I hereby enter a plea of NOT GUILTY and request a trial by jury.

_____ I hereby enter a plea of NOT GUILTY and request a bench trial

_____ I hereby enter a plea of GUILTY and waive appearance for trial. CASHIER'S CHECK or MONEY ORDER in the amount of the fine(s) is enclosed.

_____ I hereby enter a plea of NOLO CONTENDERE (NO CONTEST) and waive appearance for trial. CASHIER'S CHECK or MONEY ORDER in the amount of the fine(s) is enclosed.

_____ I hereby enter a plea of NOLO CONTENDERE (NO CONTEST) and request a Driving Safety Course.

Date _____ Signature _____

DRIVING SAFETY COURSE REQUEST FORM / "AFFIDAVIT"

I hereby plea No Contest to the attached moving traffic citation and request the Court to dismiss the charge pursuant to Article 6701d, Sec. 143A, V.T.C.S. I certify that I have a valid Texas Driver's permit or license. I understand that I am NOT eligible if I have a **COMMERCIAL DRIVER'S LICENSE**. My driving record does not indicate completion of a course in the last 12 months. I am not presently taking a course not yet reflected on my driving record. I was not cited for driving 25 MPH or more over the posted speed limit.

I further understand that I must enclose a copy of my proof of liability insurance, a \$110.10 cashier's check or money order payable to Justice Court or Municipal Court with this request and that the fee is non-refundable, if for any reason I do not complete the driving safety course.

Under pain or penalty of perjury, _____
Signature

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20____

SEAL

NOTARY

02/14/2014