

REPLY FORM: (Mail to the Justice Court Indicated on the reverse side of this letter. Enclose your copy of the Citation with your reply. Enclose a self-addressed stamped envelope if you need a receipt or further correspondence.)

NAME (Print or type as it appears on your driver's license) _____ DRIVER'S LICENSE NUMBER _____

Current Mailing Address _____ City, State, Zip _____ Telephone Number _____

Citation No. _____ Date of Citation _____ Date cited to appear on or before _____

CHECK ONE:

1. I hereby enter a plea of: (Check One) **GUILTY** OR **NOLO CONTENDERE** and I waive appearance for trial. A **CASHIER'S CHECK OR MONEY ORDER** in the amount of the fine(s) is enclosed. (Make your remittance payable to the Justice Court Indicated on the reverse side of this letter).
2. I hereby enter a plea of **NOT GUILTY** and request a trial by: (Check One) **JUDGE** OR **JURY** and I request that the Court advise me of my trial date.

NOTE: JUVENILES 16 & UNDER MUST COME TO COURT WITH PARENT OR GUARDIAN.

Signature _____ Date _____ Fine Amount _____

(DETACH HERE AND MAIL TOP HALF WITH FINE OR NOT GUILTY PLEA TO THE COURT ON THE REVERSE)

REQUEST FORM FOR DRIVING SAFETY COURSE - *Read carefully, Court will not contact you upon approval.

***YOU MAY BE ABLE TO REQUIRE THAT THIS CHARGE BE DISMISSED BY SUCCESSFULLY COMPLETING A DRIVING SAFETY COURSE OR A MOTORCYCLE OPERATOR TRAINING COURSE IF YOU WERE CITED WHILE OPERATING A MOTORCYCLE. YOU WILL LOSE THAT RIGHT IF, ON OR BEFORE YOUR APPEARANCE DATE, YOU DO NOT PROVIDE THE COURT WITH NOTICE OF YOUR REQUEST TO TAKE THE COURSE.* (NO EXTENSIONS)**

*Please review and check off the following when requesting the course. All **MUST** apply to be eligible.

- I possess a valid Texas Driver's License and **DO NOT** hold a Commercial Driver's License (CDL)
- I am not taking, and have not completed a driving safety course in lieu of paying a fine during the past 12 months
- I am not charged with speeding 25 or more mph over the posted speed limit.
- I was not charged with speeding in a construction zone with worker's present.

THE FOLLOWING MUST BE COMPLETED AND TURNED INTO THE COURT WITHIN 90 DAYS!

- Certificate of Completion from a **Texas Education Agency (T.E.A.)** approved course.
- Copy of driving record (Type 3a.) maintained by the Texas DPS. (www.texas.gov)

(DETACH HERE AND MAIL BOTTOM HALF TO REQUEST DEFENSIVE DRIVING)

Name (As it appears on your driver's license) _____ Driver's License Number _____

Current Mailing Address _____ City, State, Zip _____ Telephone Number _____

Citation Number _____ Date of Citation _____ Date cited to appear on or before _____

- I hereby plead (check one) **Guilty** **Nolo Contendere**
- I have enclosed the bottom half of this request form, filled out and notarized (keep the top for your records)
- I have attached proof of financial responsibility (insurance) as required by law.
- I have enclosed a money order or cashier's check made payable to the Justice court circled on the reverse side in the amount of \$ **130.00**

Defendant's signature _____

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20 _____

(SEAL)

Notary Public / Court Clerk / Judge _____