

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 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, get application to mail OR: www.texasonline.com

(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 **\$108.00.**

Defendant's signature

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 200__.

(SEAL)

Notary Public / Court Clerk / Judge