



Riesel Municipal Court
 Judge Michelle Latray
 P.O. Box 249
 Riesel, TX 76682
 (254) 896-6501

FORM 1: STANDARD REPLY FORM

(Use this form to pay a traffic citation or to plead not guilty)

Return form, by mail to: **Riesel Municipal Court, PO Box 249 Riesel, TX 76682**

We do NOT accept cash or personal checks. **You may pay by credit or debit at www.trafficpayment.com or call 1-800-444-1187**

Name (Print or Type as it appears on your driver's license)		Driver's License Number	
Current Mailing Address		City, State, Zip	Telephone Number
Date of Birth	Citation Number	Date of Citation	Appear Date

1. I hereby enter a plea of **GUILTY** and waive appearance for trial. Money Order or Cashier's Check in the amount of the fine(s) is enclosed. (Make remittance payable to Riesel Municipal Court - PO Box 249 – Riesel, TX 76682)
 2. I hereby enter a plea of **NOLO CONTENDERE** (No Contest) and waive appearance for trial. Money Order or Cashier's Check in the amount of the fine(s) is enclosed. (Make remittance payable to Riesel Municipal Court - PO Box 249 – Riesel, TX 76682)
 3. I hereby enter a plea of **NOT GUILTY** and waive my rights to a jury trial & request a trial before the Judge. The Court will advise you of your trial date at least 10 days in advance. (YOU MUST REPORT ANY CHANGE OF ADDRESS TO THIS COURT)
 4. I hereby enter a plea of **NOT GUILTY** and request a trial by jury. The Court will advise you of your trial date at least 10 days in advance. (YOU MUST REPORT ANY CHANGE OF ADDRESS TO THIS COURT)

*******NOTE: JUVENILES 16 & UNDER MUST COME TO COURT IN PERSON WITH A PARENT OR GUARDIAN*******

Signature	Date	Fine Amount
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(TEAR ON DOTTED LINE TO SEPARATE FORMS)

FORM 2: DSC (DRIVER'S SAFETY COURSE REQUEST FORM)

USE THIS FORM FOR REQUESTING DRIVER'S SAFETY COURSE (DEFENSIVE DRIVING)

READ THIS ENTIRE FORM BEFORE CALLING THE COURT

(FAILURE TO REMIT THIS FORM & PAYMENT ON OR BEFORE YOUR APPEARANCE DATE WILL RESULT IN INELIGIBILITY)

Name (Print or Type as it appears on your driver's license)		Driver's License Number	
Current Mailing Address		City, State, Zip	Telephone Number
Date of Birth	Citation Number	Date of Citation	Appear Date

Please indicate TRUE or FALSE next to the statements listed. If any are FALSE, you are NOT eligible for the Driving Safety Course and you must refer to the above form.

- I hereby plead NOLO CONTENDERE (No Contest) to the charge as required by the traffic law.
- I have NOT taken a driving safety course during the past 12 months.
- I am not in the process of taking a driving safety course to dismiss another offense.
- I have not completed a driving safety course that is not yet reflected on my driving record.
- I understand that I CANNOT take the driving safety course if I possess a commercial driver's license or committed a serious traffic offense.
- I understand that I CANNOT take the driving safety course if the citation was issued in a Work Zone with Workers Present.
- I understand that I CANNOT take the driving safety course if I am accused of speeding 25 mph or more over the posted speed limit.
- I ENCLOSE a valid photo COPY of my TEXAS Driver's License or permit or proof of ACTIVE duty military service if I possess a non-Texas driver's license
- I ENCLOSE proof of Financial Responsibility (insurance). (A photocopy is acceptable---NO ORIGINALS PLEASE!!!)
- Instead of paying the traffic fine, I ENCLOSE a money order or cashier's check in the amount of **\$144.00** (or **\$169.00** if in school zone) to pay for the court costs for Driver's Safety Course (make payable to Riesel Municipal Court)
- I ENCLOSE a self-addressed, stamped BUSINESS size envelope, in which the Court will mail me an application for a certified copy of my driving record, which I will send to Austin with the proper state fee as required by law. I understand that FAILURE to request this form will invalidate my request for a driver's safety course.
- I understand that I am responsible for completing a Texas DPS approved Driving Safety Course before the expiration of the 90 day extension, and remitting the SIGNED "COURT COPY" of the Certificate of Completion to the Court.
- I understand that this form MUST be NOTARIZED. (Check with your local Bank or school Administration Office.)
- If mailed, I understand that this form MUST be sent CERTIFIED MAIL. (Check with your local Post Office.)

IF YOU HAVE COMPLIED WITH THE ABOVE REQUIREMENTS, YOU ARE ELIGIBLE FOR THE DRIVER'S SAFETY COURSE AND WILL RECEIVE IN THE MAIL A FORM WITH THE REQUIRED COMPLETION DATE AND A FORM TO HAVE A COPY OF YOUR DRIVING RECORD SENT TO THE COURT. YOU MUST COMPLETE THE DRIVER'S SAFETY COURSE ON OR BEFORE THE 90TH DAY FROM YOUR APPROVAL DATE.

 Signature of Defendant Requesting DSC

CHECKLIST: Make sure you have included the following items:

- 1. Complete and NOTARIZED request form for DRIVER'S Safety Course.
- 2. CURRENT copy of your Financial Responsibility (liability insurance).
- 3. Copy of your Driver's License or Permit.
- 4. Self-Addressed, business sized, stamped envelope (used to reply back to you).
- 5. CASHIER'S CHECK or MONEY ORDER ONLY in the amount of **\$144.00**. **NO CREDIT CARD OR DEBIT CARD PAYMENTS FOR DRIVERS SAFETY COURSE!** (If in school zone SEND \$169.00). Please note: Do not send the original fine amount along with your driver's safety course payment of **\$144.00**. ONLY send **\$144.00**.

SWORN TO AND SUBSCRIBED BEFORE ME

this _____ day of _____, 20____

 Signature of Notary Public

(NOTARY SEAL)



Riesel Municipal Court
 Judge Michelle Latray
 P.O. Box 249
 Riesel, TX 76682
 (254) 896-6501

GENERAL INFORMATION

Mailing Address: PO Box 249 Riesel, TX 76682 / Overnight Address for UPS or FEDEX: 104 N. Memorial Riesel, TX 76682
Phone: (254) 896-6501 Fax: (254) 896-2404 Website: www.cityofriesel.org Online Payment: www.trafficpayment.com

- This letter is furnished as a courtesy to you by the Riesel Municipal Court to assist you in making disposition of the charge(s) filed against you. PLEASE NOTE: The Judge cannot discuss the merits of a pending judicial proceeding prior to trial. **A TELEPHONE CALL DOES NOT CONSTITUTE AN APPEARANCE; AN APPEARANCE IN COURT IS ONLY BY CERTIFIED MAIL, IN PERSON, OR BY YOUR ATTORNEY.** 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 VIOLATE PROMISE TO APPEAR AND WARRANTS ISSUED FOR YOUR ARREST. A JUVENILE WHO FAILS TO APPEAR BY THE TIME AND DATE ON THE CITATION MAY HAVE THEIR LICENSE SUSPENDED AS REQUIRED BY LAW (Article 6701 1-4, Vernon's Texas Civil Statutes). A WARRANT FEE WILL BE ACCESSED FOR PROCESSING OR EXECUTING A WARRANT.
- IF YOU WISH TO ENTER A PLEA OF GUILTY OR NOLO CONTENDERE, please so indicate in the proper space provided on the reply form on the reverse side. A plea of Nolo Contendere means that you do not contest the state's charge(s) against you. The fine for a Nolo Contendere plea is the same as that for a plea of Guilty. Either plea indicates that you agree to waive appearance before the Court for trial. Please refer to the fine schedule shown below to determine the total amount of the fine(s) acceptable by the Court. Make your remittance by MONEY ORDER or CASHIER'S CHECK payable to Riesel Municipal Court.
- IF YOU WISH TO ENTER A PLEA OF NOT GUILTY and desire a trial before the Judge or before a Jury, please so indicate on the reply form on the reverse side and mail your plea on or before your appearance date. The Court will notify you when you MUST appear for trial and any other required procedures. **You must advise the court of any and all address changes.** You have the right to trial by jury, if you so request.
- DRIVER'S SAFETY COURSE INFORMATION:** Under the laws of the State of Texas, you may be able to have ONE charge dismissed by taking a driving safety course. HOWEVER, YOU WILL LOSE THE RIGHT IF YOU DO NOT PROVIDE WRITTEN NOTICE TO THE COURT OF YOUR DESIRE TO DO SO AND PAY ALL FEES ON OR BEFORE YOUR APPEARANCE DATE (AS SHOWN ON YOUR CITATION). You cannot have a speeding citation dismissed if it is a violation of 25MPH or more above the posted speed limit, you are ineligible if you hold a CDL license, or if you have completed a Driver's Safety Course under this option within the year immediately preceding the date of this citation, you must have a valid Texas driver's license or permit and show proof of financial responsibility at the time of the citation as required by Section 601.081. If the alleged act was committed while operating a motorcycle, a motorcycle operator training course may be taken as approved by the DPS. If you wish to use this option to have ONE charge dismissed, read and complete the request form on the reverse side and return it to the Court with the required fee on or before your appearance date. You will have 90 days from the date the Court grants permission for the course, to complete and provide the Court with required documentation showing completion of an approved Driving Safety Course. IF YOU MEET THE ELIGIBILITY REQUIREMENTS AS STATED ON THE DSC REQUEST FORM ON THE REVERSE SIDE, THEN YOU ARE RESPONSIBLE FOR COMPLETING THE COURSE AND REMITTING THE COMPLETION CERTIFICATE TO THE COURT. (Further instructions on Reverse Side)
- Be Advised: If you fail to appear in court, for the presentation of the offense(s), a charge of VIOLATION OF PROMISE TO APPEAR will be issued against you, and your Driver's License may be denied renewal and a \$50.00 fee will be added to offenses submitted to the Department of Public Safety.**
- TRAFFIC OFFENSES: JUVENILES 16 & UNDER MUST APPEAR IN COURT WITH A PARENT OR GUARDIAN.**
- ALCOHOL OFFENSES: AGE 18-20 MUST APPEAR IN COURT TO MAKE A PLEA. JUVENILES 17 & UNDER MUST APPEAR IN COURT WITH A PARENT OR GUARDIAN TO MAKE A PLEA.**
- A \$15.00 fee is required when Extended Payment Plans are granted by the court for a period in excess of 30 days.
- Credit Card payments can be made with Traffic Payment Service by calling (800) 444-1187 or go to www.trafficpayment.com.
 A service fee of \$5 up to 5% will be added.

FORM 3

What is Deferred Disposition?

Deferred Disposition is a suspended sentence. On your plea of guilty or no contest, the court will defer a finding of guilt, assess Court costs, and order that you post a bond and comply with certain conditions. If you successfully comply with the terms, your case will be dismissed, and the bond money will be applied to a special expense fee. If you fail to comply with the terms, a judgment will be imposed, a conviction will be reported to DPS (Texas Department of Public Safety), and the bond money will be applied to the fine.

DEFERRED DISPOSITION REQUEST FORM

Name (Print or Type as it appears on your driver's license)		Driver's License Number	
Current Mailing Address		City, State, Zip	Telephone Number
Date of Birth	Citation Number	Date of Citation	Appear Date

Stipulations for Deferred Disposition are as follows:

- Submit to this Court, the Deferred Disposition Request Form within 30 days of issuance of citation.
- Also enclose the following items with your request:
 - Money order or cashier's check for \$334.00 (includes administrative fee and court costs)
 - Send copy of your driver's license
 - Send copy of your insurance
 - Send a self-addressed, stamped envelope
- Upon the approval of your request for deferred disposition, a probationary period will be established, during which time you cannot receive any subsequent violations or commit any other crimes. At the conclusion of the probationary period, you must submit a notarized affidavit of compliance, in order to have the violation dismissed. If under the age of 25, you may be required to take a Driver's Safety Course.

I hereby enter a plea of **NOLO CONTENDERE** (No Contest) and waive appearance for trial. Money Order or Cashier's Check for \$334.00 is enclosed. **\$334.00**

Signature	Date	Amount Due
(Make remittance payable to Riesel Municipal Court - Mailing Address: PO Box 249 Riesel, TX 76682 / Overnight Address: 104 N. Memorial Riesel, TX 76682 Phone: (254) 896-6501 Fax: (254) 896-2404 Website: www.cityofriesel.org)		

NO CREDIT CARD OR DEBIT CARD PAYMENTS FOR DEFERRED DISPOSITIONS!