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***Please do not call the Court until you have read this entire form!***

1. This letter is furnished as a courtesy to you by the Justice of The Peace Precincts of Lee County, Texas, to assist you in making disposition of the charge(s) filed against you. **ALL REQUESTS MUST BE IN WRITING (A PHONE CALL WILL NOT BE ACCEPTED AS AN APPEARANCE!)**
2. If you wish to enter a plea of Guilty or Nolo Contendere, please so indicate in the proper space provided on this reply form. Either plea indicates that you agree to waive appearance before the Court for trial by Judge or Jury.
3. You must refer to the fine schedule shown below to determine the total amount of your fine(s). Make your remittance by **CASHIER'S CHECK OR MONEY ORDER ONLY (NO PERSONAL CHECKS ACCEPTED!!)** made payable to the Justice of the Peace of the Court checked above. Return a copy of the Citation and this letter with your remittance to assure proper credit. We do accept **CREDIT CARD PAYMENT for full payment of fine**. Please contact the court for more information regarding credit card payment. To receive a printed receipt of your payment, you must enclose a self-addressed, stamped envelope.
4. If you wish to enter a plea of Not Guilty and desire a trial by Judge or Jury, you must so indicate in the proper space provided on the reply form. You will be notified by mail of the Court date.
5. You may be able to request that this charge be dismissed by taking a Defensive Driving Course. **(Please read eligibility requirements on reverse side).**
6. **If you have not reached your 17<sup>th</sup> birthday on the day you received this citation, you must appear in person with your parent or legal guardian.** Please contact the court for an appointment.
7. Please contact the court for alternate forms of payment.

**PLEASE BE ADVISED THAT IT IS YOUR RESPONSIBILITY THAT THE COURT RECEIVES ALL CORRESPONDENCE WHEN DUE. IF YOU FAIL TO RESPOND TO THE CHARGE(S) ON OR BEFORE THE APPEARANCE DATE SHOWN ON THE CITATION, AN ADDITIONAL CHARGE OF VIOLATE PROMISE TO APPEAR WILL BE FILED AGAINST YOU. THIS MAY RESULT IN THE DENIAL OF YOUR DRIVERS LICENSE RENEWAL, ADDITIONAL COLLECTION FEES AND WARRANTS BEING ISSUED.**

OFFICERS CANNOT ANSWER QUESTIONS ABOUT FINE AMOUNTS OR COURT PROCEDURES.

**The Judge cannot discuss any aspect of the citations upon a plea of Not Guilty. The law forbids ex-parte communications. The Judge cannot dismiss a citation unless proper Court procedures are followed.**

**FINE SCHEDULE**

1. Speeding 1 - 11 mph over limit.....	\$234.00
2. Speeding 12-20 mph over limit.....	\$284.00
3. Speeding 21 (or more) mph over limit .....	\$334.00
4. Violate Promise to Appear.....	\$284.00
5. No Liability Insurance, 1 <sup>st</sup> Offense* .....	\$364.00
6. Seat Belt Violation .....	\$174.00
7. Unrestrained child .....	\$239.00
8. No Driver License.....	\$283.00
9. Driving While License Invalid .....	\$583.00
10. All Other Violations.....	Contact Court

\* Before dismissing a ticket for NO LIABILITY INSURANCE, the Court **SHALL RECEIVE PROOF THAT INSURANCE WAS VALID AT THE TIME AND DATE OF OFFENSE.**

-----REPLY / REQUEST FORM-----

1. ☐ I hereby enter a plea of GUILTY or NO CONTEST (please circle one) and waive my right to a jury trial. My fine or fee is enclosed.
2. ☐ I hereby enter a plea of GUILTY or NO CONTEST (please circle one) and waive my right to a jury trial. My fee is enclosed. I would like to request a Driving Safety Course. Complete form below and have notarized.
3. ☐ I hereby enter a plea of NOT GUILTY and request a trial.  
☐ Bench Trial (Judge only) and waive my right to a jury trial    ☐ Jury Trial

\_\_\_\_\_  
Print  
ed name as shown on license

\_\_\_\_\_  
Ticket #

\_\_\_\_\_  
Pres  
ent mailing address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
City                      State              Zip

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email address (If you wish to correspond by email)

NO PERSONAL CHECKS ACCEPTED!!!

**DEFENSIVE DRIVING REQUEST FORM**

**COURT COST - \$146.00**

I request that the Court defer proceedings for 90 days so that I may complete an approved driving safety course (for moving violations only), motorcycle operator training course (for motorcycle violations only) or occupant and child passenger safety course (for child not secured by safety belt violations only) and present a Certificate of Completion to have the court dismiss my case. *You will lose the right if you do not provide written request in person or by mail postmarked on or before the appearance date of the Citation and the following requirements are not met:*

1. Possess a valid Texas Driver License or Permit; or is a member, or the spouse or dependent child of a member of the United States military forces serving on active duty
2. Enter a plea above of No Contest or Guilty
3. Have not taken or be in the process of taking a Driving Safety Course, Motorcycle Operator Training Course, or Occupant and Child Passenger Safety Course within the 12 months preceding the date of the offense.
4. Speeding charge is not 25 miles or more over posted speed limit or a Speed of 95 mph or higher.
5. Provide a copy of personal coverage of Liability Insurance
6. Submit \$146.00 cashier's check or money order for court cost by appearance date
7. Must sign this affidavit and have notarized
8. You must provide a certified copy (Type 3A) of your Driving Record from Texas Department of Public Safety before completion of the course. An application will be sent to you upon receipt of your Course request and court costs or it may be obtained at www.texas.gov.
9. A person who holds a commercial driver's license is not eligible for the driving safety course.

Under oath and penalty of perjury, \_\_\_\_\_, sworn and subscribed before me, the undersigned authority, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public in and for \_\_\_\_\_ County, Texas. My commission expires \_\_\_\_\_