

Crawford Municipal Court Courtesy Letter

PLEASE READ THIS ENTIRE FORM BEFORE CONTACTING THE COURT.

This letter is furnished to you as a courtesy by the Crawford Municipal Court to assist you in making disposition of the charge(s) filed against you.

A telephone call does not constitute an appearance. Failure to appear (in person or by mail) will result in warrants being issued, additional fines being assessed, and/or a hold on your driver's license.

1. **If you wish to enter a plea of GUILTY or NO CONTEST:** Indicate in the proper space provided below.

- Either plea indicates that you waive appearance before the court. Remit payment by: EXACT CASH, CHECK or MONEY

ORDER payable to: CRAWFORD MUNICIPAL COURT. Citations can also be paid online at WWW.TRAFFICPAYMENT.COM

2. **If you wish to enter a plea of NOT GUILTY:** Indicate in the proper space provided below.

- You will be notified by the Court when you MUST appear. It is your responsibility to notify the Court of any change in address or phone number.

3. **Drivers Safety Course:** (See reverse)- If you meet the requirements as stated on the Request for Drivers Safety Course, you may be able to have this charge dismissed by taking a driving safety course.

4. **Juveniles:** 16 and under MUST appear in court with a parent or guardian.

- A juvenile who fails to appear may have their driver's license suspended as required by law.

5. **Minors:** 17-20 years of age MUST appear in court if charged with an ALCOHOL OFFENSE.

6. **Compliance Dismissals:** Some offenses may be dismissed with an administrative fee when the court is provided proof that the defect has been remedied (expired registration, expired driver's license, etc). Contact the Court Administrator for eligibility requirements.

7. **No Insurance/ Fail to Maintain Financial Responsibility:** Charges will be dismissed upon presentation of evidence that insurance was in effect on the vehicle driven, on the date, at the time the citation was issued.

8. **Indigence:** If you are convicted of an offense and are unable to pay the fine and court costs, you may have the court assess your ability to pay and the court may provide alternatives to full payment in satisfying the judgment (EX: community service).

9. **Credit/ Debit Card payments:** Payment can be online at WWW.THEPAYMENTGROUP.COM

PLEASE INDICATE YOUR PLEA BELOW AND RETURN TO THE COURT PRIOR TO YOUR APPEARANCE DATE.

I hereby enter a plea of GUILTY and waive appearance for trial.

I hereby enter a plea of NO CONTEST and waive appearance for trial.

I hereby enter a plea of NOT GUILTY and request the Court to notify me of my pre-trial hearing which I MUST appear at.

REQUEST FOR DRIVERS SAFETY COURSE

{FAILURE TO REMIT 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 _____

Email Address _____

THE FOLLOWING WILL DISQUALIFY YOU FROM TAKING A DRIVER SAFETY COURSE:

- having a CDL
- getting the citation in a WORK ZONE with workers present
- being in the process of taking a Driver Safety Course class or having taken one in the past 12 months
- if you are being accused of speeding 25 miles or more over the posted speed limit

Please Indicate TRUE next to the statement in order to request a Driver Safety Course.

_I hereby plea NOLO CONTENDRE {NO Contest} to the charge.

If you would like to plea NOT GUILTY please fill out the Court Courtesy side of this form and return to the court by your appearance date.

PLEASE ENCLOSE THE FOLLOWING WITH THIS REQUEST FORM:

- a COPY of your **Texas Driver's License**, permit or proof of Active Military service if you posses a no-Texas driver's license
- a COPY of your **Insurance card**
- a **money order or cashier's check**, in the amount of \$144.00 {or \$169.00 if in a school zone} Made out to Crawford Municipal Court
- a copy of your **3A Certified Driving Record**, found at www.dps.texas.gov. -this will cost \$12 and is paid directly to DPS through their website {Failure to do so will invalidate your request for a driver safety course}
- This form **NOTARIZED**
- If you mail the documents in to the court- it must be by **Certified Mail**

Signature of Defendant requesting DSC

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

Signature of Notary Public

Mail To Crawford Municipal Court Po Box 7 Crawford, Texas 76638

If You have any Question call the Court at 254-486-2125