

**JUSTICE COURTS**  
**TOM GREEN COUNTY, TX**

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**PLEASE CONTACT THE COURT DIRECTLY FOR FINE AMOUNTS.**  
**ONLINE PAYMENTS CAN BE MADE: TEXASONLINERECORDS.COM**

This letter is furnished to you as a courtesy by the Justice Courts of Tom Green County, to assist you in making disposition of the charge(s) filed against you. **If you are 16 and under you must appear with a parent before the Judge.**

If you wish to enter a Plea of NOT GUILTY, so indicate in the proper space below, and contact the court listed on your citation BY THE APPEARANCE DATE on your ticket for further instructions on how to proceed. You have the right to trial by jury, if so requested.

If you wish to enter a plea of GUILTY or NO CONTEST, please indicate in the proper space. A plea of NO CONTEST means that you do not contest the State's charge filed against you. The fine for a NO CONTEST plea is the same as that for a GUILTY plea. Either plea indicates that you agree to waive appearance before the court for trial.

A defendant who is convicted of a criminal offense punishable by fine only is entitled to alternative methods of satisfying the judgment against them if they are unable to pay the fine or costs, in whole or in part. Those alternative methods include: 1. A payment plan, allowing the defendant to make payments toward the fine and costs in designated intervals. Note that if any amount is paid more than 30 days after judgment assessing the fine or cost then a \$15 time payment fee must assessed. 2. Disposition of the amount assessed by performing community service. There are many options that meet the requirements of the law for community service, see Art. 45.049 of the Code of Criminal Procedure for full details. A defendant is entitled to a minimum of \$100 credit for every 8 hours of community service performed. 3. If performing community service imposes an undue hardship, a defendant who is indigent or who lacks sufficient resources to pay is entitled to a waiver of the fine and costs, in whole or in part.

Refer to the schedule on the reverse side of this letter to determine the total amount of your fine(s) and costs assessed against you (subject to change). If a charge is not listed, you must contact the court to find the amount of the fine. Remit payment by CASHIER'S CHECK or MONEY ORDER payable to the Justice Court in which you are to appear (CASH or CHECKS ARE NOT ACCEPTED BY MAIL). **Return your copy of the citation and this letter with your remittance to assure proper credit.**

**YOU MAY BE ELIGIBLE TO TAKE A DRIVER'S SAFETY COURSE IN LIEU OF PAYING THE FINE.**

On or before the appearance date, submit the "STATEMENT REQUIRED FOR REQUESTING DRIVER'S SAFETY COURSE" on the reverse side of this form. The DSC option is **NOT AVAILABLE** if you are ticketed for a speed 25 miles over the posted limit, or 95MPH and above, **or if you possess a CDL (commercial driver's license)**. Driver's Safety Course is allowed only one time in any 12 month period to dismiss a moving violation.

If you **FAIL** to respond to this charge by the appearance date on the citation, additional charges may be filed against you for **VIOLATING A PROMISE TO APPEAR** and **YOU COULD BE DENIED RENEWAL OF YOUR DRIVER'S LICENSE**. Additional court costs will be added, and warrants will be issued for your **ARREST** making you subject to arrest if stopped or renewing your driver's license.

**REPLY FORM**

**Check one:**

- I hereby enter a Plea of **GUILTY** waive appearance for trial and enclose fine.  
 I hereby enter a Plea of **NO CONTEST**, waive appearance for trial and enclose fine.  
 I hereby enter a Plea of **NOT GUILTY**.  
 I hereby enter a Plea of **NOT GUILTY**, waive appearance for jury trial.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone number with area code: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address \_\_\_\_\_

**\*\* YOU MUST ENCLOSE A COPY OF YOUR CITATION WITH YOUR REMITTANCE \*\***