

Section **A**

REPLY FORM

Mail this form, with other items requested, to the Municipal Court listed on your ticket.

NAME (Print or type as it appears on your Driver's License)		Driver's License Number or Date of Birth
Current Mailing Address	City, State, Zip	Telephone Number (Daytime)
Ticket No.	Date of Citation	Date cited to appear on or before
Description of Violation #1 on ticket (enter plea below)	Email Address	Description of Violation #2 (enter plea below if applicable)

CHECK ONE AND CIRCLE PLEA: (Under 17 years of age must appear with parent or guardian)

- 1** I hereby enter a plea of **(circle one)** GUILTY or NO CONTEST to violation # _____, (and violation # _____) and waive appearance for trial. A Cashier's Check or Money Order in the total amount of the fine(s) is enclosed.
- 2** I hereby enter a plea of **(circle one)** GUILTY or NO CONTEST to violation # _____, (and violation # _____) and waive appearance for trial, and request that the Court grant me deferred disposition. **Read the back of this form, see Option 2.**
- 3** I hereby enter a plea of **(circle one)** GUILTY or NO CONTEST to violation # _____, waive appearance for trial, and request that the Court grant me a Driving Safety Course (DSC). I have completely filled out the DSC request below. **(DSC for one violation only!)**
- 4** I hereby enter a plea of NOT GUILTY to alleged violation # _____ (and alleged violation # _____) and request the court advise me of my trial date.

I understand by requesting a trial, and if found guilty my case is subject to the maximum fine amount for the violation, plus court costs and any other related charges for the Officer's time during trail and jury fees.

*CHECK ONE: _____ I request a JURY Trial.
_____ I waive my right to a Jury Trial and request a trial before the court (Trial before a Judge).

SIGNATURE _____ **DATE** _____

Section **B**

REQUEST FORM FOR DRIVING SAFETY COURSE (✉ mail to COURT if requesting DSC)

(FAILURE TO REMIT THIS FORM ON OR BEFORE YOUR APPEARANCE DATE WILL RESULT IN INELIGIBILITY FOR THE COURSE)

Please indicate (T) True or (F) False next to the statements listed below. If ANY are False, you are NOT eligible for the Driving Safety Course.

- _____ I do NOT possess a Commercial Driver's License. (If you **possess** a CDL you are not eligible to take DSC, regardless of the vehicle operated.)
- _____ I have completely filled out (checked the box requesting D.S.C.) and enclosed the REPLY FORM (Section A).
- _____ I possess a valid TEXAS driver's license or permit, please enclose a copy.
- _____ I have NOT taken a driving safety course in lieu of paying a fine during the past year.
- _____ I am NOT in the process of taking a driving safety course to dismiss another offense.
- _____ This violation did NOT occur in a construction zone while workers were present.
- _____ This violation did NOT occur in a school zone.
- _____ I understand I CANNOT take the driving safety course in lieu of paying the fine if I am accused of speeding 25 MPH or more over the speed limit.
- _____ I enclose proof of Financial Responsibility (insurance). (A photocopy is acceptable--NO ORIGINALS PLEASE)
- _____ I enclose a **\$129.00 money order or cashier's check (No personal checks)** made payable to the Municipal Court indicated on the reverse. I understand this amount includes a \$10.00 non-refundable fee.
- _____ I understand that this form Must be NOTARIZED.
- _____ I understand that I am responsible for completing a D.P.S. approved Driving Safety Course within 90 days from the date this form is notarized.
- _____ I understand that I must remit the proper DSC completion certificate to the Court before the expiration of 90 days from the notarized date.
- _____ I understand that I am responsible for requesting a copy of my driving record from the state as indicated in (Section C) within 90 days.

Under Penalty of Perjury, I swear or affirm that the above is true and correct.

SWORN TO AND SUBSCRIBED BEFORE ME this the _____ day of _____, 20____.
(SEAL) _____ SIGNATURE

NOTARY PUBLIC

Section **C**

REQUEST FOR CERTIFIED COPY OF DRIVING RECORD

To obtain a copy of your driving record you MUST do one of the following:

Download the request form (DR-1) from DPS at: <http://www.txdps.state.tx.us/ftp/forms/dr-1.pdf>
Contact DPS @ 1-512-424-2000 to have the DR-1 form mailed to you.

Note: You MUST check box 3A on DR-1 form and mail the request form along with the state fee, to the Texas Department of Public Safety. After obtaining your driving record from DPS you MUST remit the record to the court.

EAGLE LAKE MUNICIPAL COURT
P.O. Box 38 • 100 East Main Street • Eagle Lake, Texas 77434
(979) 234-2640 • (979) 234-3255 Fax • www.coeltx.net


READ ALL OF THE FOLLOWING BEFORE CALLING THE COURT

PLEASE NOTE: *The Judge cannot discuss the merits of a pending judicial proceeding prior to trial (Canon 3(5). Code of Judicial Conduct).*

This letter is furnished as a courtesy to you by the Eagle Lake Municipal Court to assist you in making disposition of the charge(s) against you. You will receive no further contact from the court unless you fail in your responsibility to take care of your citation. Please choose the appropriate option.

*******OPTION 1 - Pay Your Ticket*******

Determine your fine by the schedule below. Call phone number above if your violation is not listed below.

Circle GUILTY or NO CONTEST on the REPLY FORM (other side – Section A). Send  (mail): P.O. Box 38, Eagle Lake, TX 77434



- completed REPLY FORM – Section A
- and payment by Cashier's Check or Money Order (No Personal Checks or Cash accepted), postmarked by the appearance date noted on your ticket.

*******OPTION 2 – Deferred Disposition (Article 45.051 CCP)*******


If you hold a CDL you are not eligible for deferred disposition. If you qualify for deferred disposition and the Court grants it, you will be placed on unsupervised probation for a period not to exceed 180 days, and if at the end of that period you have complied with the terms of your probation, your case will be dismissed. You **MUST** contact the Court for this option. If you are younger than 25 years of age, you must complete a driver safety course as a term of your probation. A fee will be required. Your request must be postmarked by the appearance date on your ticket.

*******OPTION 3 - Take Driving Safety Course (Article 45.0511 CCP)*******

To be eligible you **MUST** do **ALL** of the following: (If you possess a Commercial Drivers License (CDL), you may **NOT** take a Driving Safety Course)

1. Complete the REPLY FORM (other side – Section A).
2. Complete the REQUEST FORM FOR DRIVING SAFETY COURSE and have NOTARIZED (other side – Section B).
3.  Mail REPLY FORM, Notarized REQUEST FORM, Proof of Insurance, copy of drivers license, and Cashier's Check or Money Order for \$129.00, postmarked by your appearance date, to the court above.
4.  Mail REQUEST FOR CERTIFIED COPY OF DRIVING RECORD (other side – Section C) to DPS along with along w/ DPS fee and remit the record to court.
5. Make sure ALL information is typed or legibly printed. Re-check envelope to make sure all items are enclosed.

*******OPTION 4 - Ask for Trial*******

You must send: 

- Completed REPLY FORM (other side – Section A), noting NOT GUILTY plea and desired Judge or Jury trial
- Copy of Driver's License

You will be notified by mail of trial date - you **MUST** notify court if your address changes.

*******OPTION 5 - Do Nothing*******

A phone call is NOT an appearance, you MUST enter a plea in person or in writing!

After your appearance date passes and you have failed to appear (enter a plea) in court :

- You may be charged with an additional violation of Violate Promise to Appear or Failure to Appear.
- Warrants will be issued for your arrest, plus an additional \$50.00 warrant fee for each warrant.
- The renewal of your Driver's License may be Denied.

SCHEDULE OF ACCEPTABLE FINES

No one connected with the Municipal Court receives any part of the fine. All fine money is deposited with the City Treasury except for the State Fees. The State Fees are mandated by the State Legislature and are sent to the State. These State Fees represent part of the fine.

TRAFFIC VIOLATIONS

Speeding (1-19 MPH over the limit).....	\$179.00
Speeding (20 & Over MPH over the limit - Add \$2.00 to above amount for each mile over	
Defective Equipment.....	\$163.00
Display Expired License Registration.....	\$123.00
Disregard Official Traffic Control Device.....	\$184.00
/Stop Sign / Red Light / No Passing Zone	
Driving While License Invalid.....	\$281.00
Expired Drivers License / Violate DL Restriction.....	\$184.00
No Driver's License.....	\$184.00
Fail to Dim Headlights / Drove w/o Lights when Required.....	\$184.00
Fail to Yield Right-of-Way.....	\$184.00
Illegal, Unsafe or Improper Turn.....	\$184.00
No Motor Vehicle Liability Insurance – 1 st Violation.....	\$288.00
No Seat Belt – Driver / Passenger Over 14 year of age.....	\$149.00
Possession of Drug Paraphenalia.....	\$500.00
Unrestrained Child Under 17 Years of Age.....	\$299.00
Violation of Promise to Appear.....	\$233.00
Violation of Failure to Appear.....	\$183.00

ALTERNATIVES TO PAYMENT OF FINES

If you are unable to pay the fine and costs, there are alternatives to the full payment of any fine or costs owed and we will discuss this with you at court. Should you not appear at our court, you could be arrested for failure to appear.

**ANY CITATION OCCURRING IN A SCHOOL ZONE
or IN A CONSTRUCTION ZONE w/workers present
or ANY CITATION DUE TO AN ACCIDENT
MUST CONTACT THE COURT**

DRIVER MUST SIGN PLEA; even if company pays fine.