

CITY OF HORSESHOE BAY MUNICIPAL COURT OF RECORD NO.1(revised 08/06/20)

Kevin R. Madison, Presiding Judge

#1 Community Dr./PO Box 7765, Horseshoe Bay, Texas 78657-7765

Tel (830) 598-9975 Fax (830) 598-9975

Office Hours: 8:30a.m.-1:30p.m. & 2:30 p.m. - 4:30p.m. Monday - Friday (Closed Holidays)

This form letter is to assist you in making disposition of the charges filed against you.

JUVENILES AND MINORS MUST APPEAR IN PERSON IN COURT WITH A PARENT OR GUARDIAN (C.C.P. art 45.0215). MAILED IN PLEAS OR PAYMENT OF FINE WILL NOT BE ACCEPTED.

IF YOU WISH TO ENTER A PLEA OF **NOT GUILTY** and desire a trial, you must so indicate in the proper space provided below. Carefully follow the instructions contained in this letter and mail this letter to the address listed above; or appear in person at the address listed above. If you enter a plea of NOT GUILTY you must make an appearance before the Court or enter your plea in writing. You must return this letter, a copy your Citation(s) and your plea in writing (or in person) no later than the appearance date shown on the Citation. You will be notified by return mail of the court date of your Initial Appearance Hearing. **IF THE INITIAL APPEARANCE NOTICE IS MAILED PROPERLY THE COURT IS NOT REQUIRED TO SHOW THAT IT WAS RECEIVED.**

IF YOU WISH TO ENTER A PLEA OF **GUILTY OR NOLO CONTENDERE**, indicate this in the proper space provided below. A plea of NOLO CONTENDERE means that you do not contest the State's charge(s) against you. The FINE for a NOLO CONTENDERE is the SAME as that for a PLEA OF GUILTY. Either plea indicates that you agree to waive appearance before the Court for a trial. You must refer to the schedule shown on the reverse side of this letter to determine the total amount of fine(s) and costs assessed against you. Make your remittance by Check, Cashier's Check or Money Order payable to the **City of Horseshoe Bay** at the address listed at the top of the letter. Return your copy of the Citation and this letter with your remittance to assure proper credit. If you are not sure of the fine, please call the Court.

PHONE CALLS DO NOT CONSTITUTE AN APPEARANCE. YOU OR YOUR ATTORNEY MUST APPEAR IN PERSON OR IN WRITING ON OR BEFORE THE APPEARANCE DATE LISTED ON YOUR CITATION. NO RE-SETS WILL BE GRANTED ON THE APPEARANCE DATE. THE APPEARANCE DATE IS YOUR DEADLINE TO ENTER A PLEA IN PERSON OR BY MAIL.

IF YOU FAIL TO RESPOND TO THIS CHARGE BY THE APPEARANCE DATE SHOWN ON THE CITATION, an additional charge WILL BE ASSESSED against you for FAILURE TO APPEAR and WARRANTS FOR YOUR ARREST WILL BE ISSUED. YOU MAY BE DENIED RENEWAL OF YOUR DRIVER'S LICENSE.

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**REPLY FORM**

Violation \_\_\_\_\_

Check one:

- I hereby enter a plea of NOT GUILTY and request a trial by Judge Jury
- I hereby enter a plea of GUILTY and waive appearance for trial. Check, Cashier's Check or Money Order in the amount of the fine(s) is enclosed. (Payable to the **City of Horseshoe Bay**)
- I hereby enter a plea of NOLO CONTENDERE and waive appearance for trial. Check, Cashier's Check or Money Order in the amount of the fine(s) is enclosed. (Payable to the **City of Horseshoe Bay**)
- I hereby request to be set on the Arraignment Docket to enter my plea in open court. Send notice to the address provided below. (Failure to Appear may result in an additional offense and warrants of arrest.)

DATE \_\_\_\_\_

TICKET NUMBER \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE ( ) \_\_\_\_\_

WORK PHONE ( ) \_\_\_\_\_

**SPEEDING TABLE (revised 06/30/17)**

For speeding offenses, add the sum of the **FINE** plus **COSTS OF THE COURT** for the amount to be remitted, payable to: "City of Horseshoe Bay."

**School Zone: Add \$15 per mile for each mph over the speed limit (maximum \$200) plus \$124.10 Costs of the Court**  
**Outside A School Zone: Add \$10 per mile for each mph over the speed limit (maximum \$200) plus \$99.10 Costs of the Court**

NO DRIVER'S LICENSE.....**Not Dismissible**.....\$166.10 DISREGARD  
STOP SIGN OR SIGNAL LIGHT.....\$299.10  
For all other offenses contact the Court at 830-598-9972

**Offenses That May be Dismissed Before Court Appearance Date or in Open Court (Nos. 1-9)**

- 1. **Operate Motor Vehicle without License Plates or with One Plate:** Registration for the vehicle must be current during period offense was committed; and Registration insignia was attached to the car before the ticket due date. Proof (Registration Receipt & Photograph of attached Registration insignia) must be provided to the Court by the ticket due date. **Pay \$10.00 Dismissal Fee** or you may pay the **fine of \$166.00**.
- 2. **Expired Motor Vehicle Registration:** Must renew, and provide proof to the Court, before the ticket due date. Registration receipt of payment must reflect the 20% penalty fee to the County Tax Assessor -Collector. **Pay \$20.00 Dismissal Fee** or you may pay the **fine of \$166.00**.
- 3. **Display Altered, Unclean, or Obscured License Plates:** Must be remedied, and proof (photograph of remedied license plate) provided to the Court by the ticket due date. **Pay \$10.00 Dismissal Fee** or you may contact the Court for fine payment amount.
- 4. **Fail to Display Driver's License:** Dismissible only by Prosecutor in open court. Must set case (by ticket due date) for Arraignment Docket or you may pay the **fine of \$116.00**.
- 5. **Expired Driver's License:** Must renew, and provide proof to the Court, by the ticket due date. **Pay \$20.00 Dismissal Fee** or you may pay the **fine of \$116.00**.
- 6. **Fail to Report Change of Address or Name:** Must remedy, and provide proof to the Court, by the ticket due date. **Pay \$20.00 Dismissal Fee** or you may pay the **fine of \$116.00**.
- 7. **Violate Driver's License Restriction or Endorsement:** Endorsement was surgically or medically corrected before date of offense, DPS removes the endorsement or restriction, and proof provided to the Court before ticket due date. **Pay \$10.00 Dismissal Fee** or you may pay the **fine of \$166.10**.
- 8. **Operate Vehicle with Defective Equipment or Unsafe Condition (NOT DISMISSIBLE FOR COMMERCIAL VEHICLES)** Must be remedied and proof provided to the Court by ticket due date. **Pay \$10.00 Dismissal Fee** or you may contact the Court for fine payment amount.
- 9. **Expired Inspection:** If not expired more than 60 days, must renew and provide proof to the Court by the ticket due date. **Pay \$20.00 Dismissal Fee** or you may pay the **fine of \$149.00**.

**FAILURE TO MAINTAIN FINANCIAL RESPONSIBILITY** - Sending a copy of your insurance card or policy is not sufficient for dismissal. Verification must be sent to the Court directly from the insurance carrier (this may be faxed to 830-598-2977) indicating the liability insurance was in effect on the date, time and vehicle alleged in the citation. You may appear in person to provide proof of insurance; you will be required to sign a sworn affidavit. Proof of Insurance must be received by the ticket due date on your citation. (No Dismissal Fee Required)

If you are financially unable to pay a fine and/or court costs in full (one payment), there are other options, such as time-payment plans and performing community service hours instead of paying the fine and court costs. In certain situations, in which a person cannot perform community service and that person is financially unable (Indigent) to pay their fine and court costs on a time payment plan the Court will hear sworn testimony and look at evidence concerning your financial situation to help you resolve this matter. In certain severe situations, the judge can reduce the fine and court costs or eliminate them completely, depending on the severity of your financial situation. **Community service options have been expanded by the Texas Legislature to include: (a) attending work and job skills training; (b) a preparatory class for high school equivalency exam; and (c) service at an educational institution. Should you have any questions regarding these options, please contact the Court.**

**DRIVING SAFETY COURSE (DSC) REQUEST FORM**

**DO NOT TAKE THE COURSE PRIOR TO SUBMITTING REQUEST WITH THE FOLLOWING REQUIRED DOCUMENTS AND FEES:**

IF YOU QUALIFY YOU MAY TAKE A DRIVING SAFETY COURSE IN LIEU OF THE PAYMENT OF A FINE AND HAVE THE CHARGES DISMISSED UPON SUCCESSFUL COMPLETION OF THE COURSE. YOU MAY REQUEST DEFENSIVE DRIVING IN PERSON OR BY MAIL. YOU MUST SUBMIT THE FOLLOWING: (1) THIS DSC FORM, **NOTARIZED**, (2) A PHOTO COPY OF YOUR VALID TEXAS DRIVER'S LICENSE (COMMERCIAL DRIVER'S LICENSE HOLDERS DO NOT QUALIFY) AND PROOF OF INSURANCE CERTIFICATE, (3) THE STATE FEE OF \$109.10 (**IF IN A SCHOOL ZONE \$134.10**) payable to the **City of Horseshoe Bay**, (4) IF BY MAIL, IT MUST BE SENT TO THE COURT BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, POSTMARKED ON OR BEFORE THE APPEARANCE DATE.

I hereby plead NO CONTEST and waive my right to a jury trial to the attached moving traffic citation and request the Court to dismiss the charge under the terms of the Texas Code of Criminal Procedure, Article 45.0511. I certify that I have not taken a course under the above-mentioned article within the 12 months preceding the date of the offense. That I am not taking a course under this article and have not completed a course that is not reflected on my driving record within the 12 months preceding the date of offense. I have a valid Texas driver's license and the evidence of financial responsibility provided to the court is valid. I understand that I must enclose the state fee of \$109.10 (**if in a school zone \$134.10**) and that the fee is non-refundable even if for any reason I do not take the driving course. **I understand that I have 90 days from the date of this request in which to complete the driving safety course and provide proof of completion to the Court.** I further understand that I must obtain a certified **Texas driving record** (version 3A) that would reflect any driving safety course and submit my **driving record along with my driving safety course certificate of completion to the Court within the 90 days.**

DATE \_\_\_\_\_ TICKET# \_\_\_\_\_  
TELEPHONE # \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
ADDRESS & ZIP CODE \_\_\_\_\_ PRINT NAME \_\_\_\_\_

Signed and sworn to before me the undersigned authority on this the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

Notary Public - State of Texas (SEAL)  
My Commission Expires: \_\_\_\_\_