

COURTESY LETTER
JUDGES OF JUSTICE COURTS OF McLENNAN COUNTY, TEXAS
www.co.mclennan.tx.us

Honorable Dianne Hensley
Justice of the Peace, Precinct 1, Place 1
501 Washington Ave., Suite 104-D
Waco, Texas 76701-1327
(254) 757-5040

Honorable W.H. "Pete" Peterson
Justice of the Peace, Precinct 1, Place 2
501 Washington Ave., Suite 108
Waco, Texas 76701-1327
(254) 757-5128

Honorable James E. Lee, Jr.
Justice of the Peace, Precinct 2
929 Elm Avenue
Waco, Texas 76704-2659
(254) 752-9353

Honorable David W. Pareya
Justice of the Peace, Precinct 3
P.O. Box 495 (201 N. Reagan St.)
West, Texas 76691-0495
(254) 826-3341

Honorable Brian Richardson
Justice of the Peace, Precinct 4
415A North Johnson Drive
McGregor, Texas 76657-2330
(254) 759-7558

Honorable Fernando M. Villarreal
Justice of the Peace, Precinct 5
1800 Richter Ave., Suite A
Waco, Texas 76711
(254) 752-4242

PLEASE NOTE: The Judge cannot discuss the merits of a pending judicial proceeding prior to trial (Canon 3(5). Code of Judicial Conduct).
This means the Judge shall not discuss your citation/ticket with you before trial.

NOTE: NO ONE CONNECTED TO THIS COURT RECEIVES ANY PART OF YOUR FINE. ALL FINE MONEY IS DEPOSITED WITH THE COUNTY TREASURER. ALL COURT PERSONNEL ARE ON A STRAIGHT SALARY BASIS.

A TELEPHONE CALL DOES NOT CONSTITUTE AN APPEARANCE; AN APPEARANCE IN COURT IS ONLY BY CERTIFIED MAIL, IN PERSON, OR BY YOUR ATTORNEY. A JUVENILE WHO FAILS TO APPEAR BY THE TIME AND DATE ON A CITATION MAY HAVE THEIR LICENSE SUSPENDED AS REQUIRED BY LAW. **ADDITIONAL COLLECTION FEES MAY ALSO BE ADDED TO DELINQUENT CASES.**

1. **IF YOU WISH TO ENTER A PLEA OF GUILTY OR NOLO CONTENDERE**, please so indicate in the proper space provided on the reply form on the reverse side. Either plea indicates that you agree to waive appearance before the Court for trial. Please refer to the fine schedule shown below to determine the total amount of fine(s) and costs. Make your remittance by Cashier's Check or Money Order payable to the Justice Court indicated at the top of this letter. **Return your copy of the Citation and this letter with your remittance to assure proper credit.**

2. **IF YOU WISH TO ENTER A PLEA OF NOT GUILTY** and desire a trial, please so indicate on the reply form on the reverse side and mail your plea on or before your appearance date. You will be notified by the Court when you MUST appear for trial and any other required procedures. You are required to advise the court of any address changes. You have a right to trial by jury, if you so request.

3. **DRIVING SAFETY COURSE INFORMATION:** Under the laws of the State of Texas, you may be able to have this (one) charge be dismissed by taking a driving safety course. **HOWEVER, YOU WILL LOSE THAT RIGHT IF YOU DO NOT PROVIDE WRITTEN NOTICE TO THE COURT OF YOUR DESIRE TO DO SO ON OR BEFORE YOUR APPEARANCE DATE (AS SHOWN ON YOUR CITATION).** (You cannot have a speeding citation dismissed if it is a violation of 95 MPH or 25 MPH or more above the posted limit, if you possess a Commercial Driver's License (CDL), if you have completed a course within 12 months immediately preceding the date of the citation, if you do not have a valid Texas driver's license or permit (unless you are active duty military), or if you do not have proof of financial responsibility as required by Section 601 of the Transportation Code.) If you wish to use this option to have this citation dismissed, read and complete the request form on the reverse side and return it to the Court with the required fee and proof of insurance on or before your appearance date. You will have **90 days** from the date of request, to provide the Court with the required documentation showing successful completion of an approved Driving Safety Course (the **signed COURT COPY** of the certificate). **IF YOU MEET THE ELIGIBILITY REQUIREMENTS AS STATED ON THE DRIVING SAFETY COURSE REQUEST FORM ON THE REVERSE, THEN YOU ARE RESPONSIBLE FOR COMPLETING THE COURSE AND REMITTING THE SIGNED COURT COPY COMPLETION CERTIFICATE TO THE COURT.** (FURTHER INSTRUCTIONS ON THE REVERSE.)

4. **TRAFFIC OFFENSES:** JUVENILES 16 & UNDER MUST APPEAR IN COURT WITH A PARENT OR GUARDIAN

5. **ALCOHOL OFFENSES:** MINORS 17-20 YEARS OF AGE MUST APPEAR IN PERSON. 16 AND UNDER MUST APPEAR WITH A PARENT OR GUARDIAN

6. **PARKS & WILDLIFE OFFENSES:** CONTACT THE COURT

7. **ALTERNATIVE TO PAYMENT OF FINES AND COSTS:** 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 costs then a \$15 time payment fee must be 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.

EFFECTIVE JANUARY 1, 2020

**PLEASE CONTACT
THE JUSTICE COURT
INDICATED ON
CITATION FOR
FINE AMOUNTS**

(PLEASE ALLOW THE COURT 10 DAYS TO RECEIVE & FILE THE CITATION)

Pay fines on-line! @ www.co.mclennan.tx.us

REPLY FORM

(Mail to the Justice Court indicated on the reverse side of this letter. Enclose your copy of the Citation with your reply.)
Enclose a self-addressed, stamped envelope if you need a receipt.

Name (Print or type as it appears on your driver's license) Driver's license number

Current Mailing Address City, State, Zip Telephone Number

Citation No. Date of Citation Date cited to appear on or before

CHECK ONE:

- 1. I hereby enter a plea of **GUILTY** and waive my right to trial by jury. **CASHIER'S CHECK OR MONEY ORDER (NO PERSONAL CHECKS ACCEPTED!)** in the amount of the fine(s) is enclosed. (Make your remittance payable to the Justice Court indicated on the reverse side of this letter.)
- 2. I hereby enter a plea of **NOLO CONTENDERE / NO CONTEST** and waive my right to trial by jury. **CASHIER'S CHECK OR MONEY ORDER (NO PERSONAL CHECKS ACCEPTED!)** in the amount of the fine(s) is enclosed. (Make your remittance payable to the Justice Court indicated on the reverse side of this letter.)
- 3. I hereby enter a plea of **NOT GUILTY** and request a trial by **JURY**. I understand the Court will notify me by mail of my trial date. Advise the court of any changes in address.
- 4. I hereby enter a plea of **NOT GUILTY** and waive my right to a jury trial and request a trial before the **JUDGE** (Bench Trial). I understand the Court will notify me by mail of my trial date. Advise the court of any changes in address.

NOTE: JUVENILES 16 & UNDER MUST APPEAR IN COURT WITH PARENT OR GUARDIAN.

Signature Date Fine Amount

(DETACH HERE AND MAIL WITH FINE OR NOT GUILTY PLEA TO THE COURT INDICATED ON THE REVERSE.)

(DETACH HERE AND MAIL TO THE COURT INDICATED ON THE REVERSE.)

REQUEST FORM FOR DRIVING SAFETY COURSE

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

I HEREBY ENTER A PLEA OF _____ GUILTY OR _____ NO CONTEST.

Please indicate True or False next to the statements listed. If any are False, you are NOT eligible for the Driving Safety Course and you must refer to the above form.

- I have NOT taken a driving safety course in lieu of paying a fine during the past twelve months.
- I am NOT in the process of taking a driving safety course to dismiss another offense.
- I have not completed a driving safety course that is not yet reflected on my driving record.
- I understand I CANNOT take the driving safety course if I possess a commercial driver's license or committed a serious traffic offense.
- I understand I CANNOT take the driving safety course if the citation was issued in a Construction Zone with Workers Present.
- I understand I CANNOT take the driving safety course in lieu of paying the fine if I am accused of speeding 95 miles an hour OR 25 miles an hour or more over the posted speed limit.
- I ENCLOSE proof of a valid TEXAS driver's license or permit OR proof of active duty military service if I possess a non-Texas driver's license. (A photocopy is acceptable - NO ORIGINALS PLEASE!!)
- I ENCLOSE proof of Financial Responsibility (insurance). (A photocopy is acceptable -- NO ORIGINALS PLEASE!!)
- I ENCLOSE a money order or cashier's check made payable to the Justice Court indicated on the reverse in the amount of \$143.90 (instead of the fine listed on the reverse).
- I ENCLOSE a self-addressed, stamped, business-size envelope in which the Court will mail me an application for a certified copy of my driving record which I will send to Austin with the proper fee as required by law.
- I understand that I am responsible for completing a STATE approved Driving Safety Course and remitting the proper completion certificate to the Court before the expiration of the 90-day extension.
- I understand that this form must be **NOTARIZED** (if you are mailing the request to the Court).

IF YOU HAVE COMPLIED WITH THE ABOVE REQUIREMENTS, YOU ARE ELIGIBLE FOR THE COURSE AND ARE RESPONSIBLE FOR COMPLETING AN APPROVED COURSE AND REMITTING THE SIGNED COURT COPY OF THE COMPLETION CERTIFICATE TO THE COURT BEFORE THE EXPIRATION OF THE 90-DAY EXTENSION.

SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME this the _____ day of _____, 20_____.

(SEAL)

NOTARY PUBLIC

Name (Print or type as it appears on your driver's license) Date of Birth Driver's license Number

Current Mailing Address City, State, Zip Telephone Number

Citation Number Date of Citation Date Cited to Appear on or Before

CHECKLIST:

When requesting the Driving Safety Course, make SURE you have included the following items:

- 1. The **COMPLETED, NOTARIZED** Request Form for Driving Safety Course as printed above;
- 2. A cashier's check or money order in the amount of **\$143.90**;
- 3. A copy of your financial responsibility (insurance);
- 4. A copy of your valid Texas driver's license or permit; and
- 5. A self-addressed, stamped **business size envelope**.

Pay fines on-line! @ www.co.mclennan.tx.us