

**REPLY FORM**

MAIL TO: 142 S. 7<sup>th</sup> Street, RAYMONDVILLE, TX 78580. ENCLOSE YOUR COPY OF THE CITATION WITH YOUR REPLY.  
ENCLOSED A SELF-ADDRESSED, STAMPED ENVELOPE IF YOU NEED A RECIEPT.

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 jury right 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 **CITY OF RAYMONDVILLE.**)
  - 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 **CITY OF RAYMONDVILLE.**)
  - 3. I hereby enter a plea of **NOT GUILTY** and request a trial by **JURY**. I understand the Court will notify me by mail 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 or by my trial date. Advise the court of any changes in address.
- NOTE: JUVENILES 16 & UNDER MUST APPEAR IN COURT WITH PARENT OR GUARDIAN.**

Signature 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.) 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 hereby plead **NO CONTEST.**
- I have **NOT** taken a driving safety course to dismiss another offense.
- I am **Not** in the process of taking a driving safety course to dismiss another offense.
- I have not completed a driving 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 25 miles an hour or more over the posted speed limit.
- I **ENCLOSE** proof of a valid **TEXAS** driver's license or permit **OR** proofs of active duty military service if possess a non-Texas driver's license. (A photo copy 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 **CITY OF RAYMONDVILLE** indicated on the amount of **\$108.00** instead of the fine listed on the reverse.
- 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 COMPLETED WITH ABOVE REQUIREMENTS, YOU ARE ELIGIBLE FOR THE COURSE AND ARE RESPONSIBLE FOR COMPLETING AND APPROVED COURSE AND REMITTING THE SIGNED COURT COPY OF THE COMPLETION CERTIFICATE TO THE COURT BEFORE THE EXPIRATION OF THE 90-DAY EXTENSION.**

SWORN TO AND SUBSCRIBED BEFORE ME this the \_\_\_ day of \_\_\_\_\_, 201\_\_.

SIGNATURE

NOTARY PUBLIC

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

Current Mailing Address City, State, Zip Telephone Number

Social Security Number Race/Sex Date of Birth

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 \$108;
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