

**ONLINE PAYMENTS:**

<http://www.cityofwest.com/city-government/municipal-court>

You must know your citation number or docket number to pay online.

**WEBSITE:**

[www.cityofwest.com](http://www.cityofwest.com)

**CITY OF WEST MUNICIPAL COURT**

CITY HALL BUILDING

110 N. REAGAN

P.O. BOX 97

WEST, TEXAS 76691

(254) 826-4607

[court@cityofwest.com](mailto:court@cityofwest.com)

**COURT HOURS:**

**Monday - Friday**

8:00 a.m. - 12:00 p.m.

1:00 p.m. - 5:00 p.m.

**PLEASE READ THE FOLLOWING CAREFULLY AND FOLLOW THE INSTRUCTIONS**

**DO NOT CALL THE COURT UNTIL YOU HAVE CAREFULLY READ THIS FORM**

1. This letter is furnished as a courtesy to you by the City of West, McLennan County, Texas to assist you in making disposition of the charge(s) filed against you. **PLEASE NOTE:** The Judge cannot discuss the merits of a pending judicial proceeding prior to trial (Canon 3(5). Code of Judicial Conduct).

2. **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. A plea of Nolo Contendere means that you do not contest the state's charge(s) against you. The fine for a Nolo Contendere plea is the same as that for a plea of Guilty. 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 acceptable by the Court. Make your remittance by Cashier's Check or Money Order payable to the City of West Municipal Court indicated at the top of this letter. **Return your copy of the Citation and this letter with your remittance to assure proper credit.**

3. **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 have a right to trial by jury, if you so request.

4. **DRIVING SAFETY COURSE INFORMATION:** Under the laws of the State of Texas, you may be able to require that 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).**

**IF YOU MEET THE ELIGIBILITY REQUIREMENTS AS STATED ON THE D.S.C. 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.)**

5. **JUVENILES 16 & UNDER MUST APPEAR IN COURT WITH A PARENT OR GUARDIAN.**

6. **ALCOHOL OFFENSES: MINORS 18-20 YEARS OF AGE MUST APPEAR IN PERSON. 17 AND UNDER MUST APPEAR WITH A PARENT OR GUARDIAN.**

**ALTERNATIVE TO PAYMENT OF FINES AND COSTS:** A defendant who is convicted of a criminal offense punishable by fines 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, see Art. 45.09 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 part.

**SCHEDULE OF ACCEPTABLE FINES EFFECTIVE 1/1/2020**

**Speeding**

1-6.....\$155.00	16.....\$255.00
7.....\$165.00	17.....\$265.00
8.....\$175.00	18.....\$275.00
9.....\$185.00	19.....\$285.00
10.....\$195.00	20.....\$295.00
11.....\$205.00	21.....\$305.00
12.....\$215.00	22.....\$315.00
13.....\$225.00	23.....\$320.00
14.....\$235.00	24.....\$325.00
15.....\$245.00	25.....\$330.00

**Other Violations**

No Driver's License.....	\$280.00
Driving While License Invalid.....	\$335.00
*Expired Driver's License.....	\$150.00
*Expired Registration.....	\$150.00
Disregard Stop Sign.....	\$255.00
Disregard Red Light.....	\$255.00
Seat Belt Violations Ages 17+.....	\$175.00
Seat Belt Violations Under Age 16...	\$275.00
** No Liability Insurance.....	\$350.00
Contact the Court for all other Violations	

\* Charges may be dismissed if defendant remedies this defect and shows proof (copy of receipt) to the Court within 10 working days. An administrative fee of \$20.00 must accompany proof.

\*\* Charges will be dismissed upon presentation of evidence that insurance was in effect on the vehicle driven on date and time of arrest.

**REPLY FORM**

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 \_\_\_\_\_

**CHOOSE FROM ONE OF THE FOLLOWING OPTIONS:**

**OPTION ONE:**

- \_\_\_ 1. I hereby enter a plea of **GUILTY** and waive my right to trial by jury. CASHIER'S CHECK OR MONEY ORDER in the amount of the fine(s) is enclosed. (Make your remittance payable to the City of West. Or pay online at [www.cityofwest.com/city-government/municipal-court](http://www.cityofwest.com/city-government/municipal-court) use your citation number as your reference number.
- \_\_\_ 2. I hereby enter a plea of **NOLO CONTENDERE** and waive my right to trial by jury. CASHIER'S CHECK OR MONEY ORDER in the amount of the fine(s) is enclosed. (Make your remittance payable to the City of West. Or pay online at [www.cityofwest.com/city-government/municipal-court](http://www.cityofwest.com/city-government/municipal-court) use your citation number as your reference number.
- \_\_\_ 3. I hereby enter a plea of **NOT GUILTY** and request a trial by **JURY**. I understand the Court will notify me of my pre-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 pre-trial date. Advise the court of any changes in address.

**NOTE: JUVENILES 16 & UNDER MUST CONTACT THE COURT WITH PARENT OR GUARDIAN.**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Fine Amount \_\_\_\_\_

**OPTION TWO:**

**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.

**YOU ARE NOT ELIGIBLE FOR DRIVING SAFETY COURSE IF YOU: HOLD A CDL, ARE 25 MILES OR MORE OVER THE SPEED LIMIT (OR DRIVING 95 MPH OR MORE), OR IN A WORK ZONE (WITH WORKERS PRESENT)**

- \_\_\_ I hereby enter a plea of **NO CONTEST**
- \_\_\_ In the past 12 months I have NOT taken a driving safety course in lieu of paying a fine, nor am I presently enrolled in a safety course to have a traffic citation dismissed.
- \_\_\_ I **ENCLOSE** proof of a valid **TEXAS** driver's license or permit OR proof of active duty military.
- \_\_\_ I **ENCLOSE** proof of financial responsibility (liability insurance)
- \_\_\_ I **ENCLOSE** a money order or cashier's check made payable to the City of West in the amount of \$144.00 in lieu of the fine. Add \$25.00 if in a school zone. You may pay online at [www.cityofwest.com/city-government/municipal-court](http://www.cityofwest.com/city-government/municipal-court) use your citation number as your reference number.
- \_\_\_ I understand that I am responsible for completing a Texas D.P.S. 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).
- \_\_\_ I understand I must submit a certified copy 3A of my driving record that is maintained by DPS. Enclose a self-addressed envelope and the court will mail you the form to request your driving record or obtain one online at [www.txdps.state.tx.us](http://www.txdps.state.tx.us)

**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 (IF MAILING), CLERK, DEPUTY CLERK