



1. This letter is furnished as a courtesy to you by the Winnsboro Municipal Court to assist you in disposing of the charge or charges filed against you. PLEASE NOTE: The Judge cannot discuss the merits of a pending judicial proceeding prior to trial (Canon 3(5)).  
**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. WARRANT FEES OF \$ 50 WILL BE ASSESSED FOR EXECUTING OR PROCESSING A WARRANT. ADDITIONAL COLLECTION FEES MAY ALSO BE ADDED TO DELINQUENT CASES.**
2. IF YOU WISH TO ENTER A PLEA OF GUILTY OR NOLO CONTENDERE, please 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 City of Winnsboro indicated at the top of this letter. Return your copy of the Citation and this letter with your remittance to assure proper credit. For online payments visit [cityofwinnsboro.org](http://cityofwinnsboro.org) or contact the court indicated on your citation for instructions.
3. IF YOU WISH TO ENTER A PLEA OF NOT GUILTY and desire a trial, please 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.
4. **DRIVING SAFETY COURSE INFORMATION:** Under the laws of the State of Texas, you may be able to have this (one) charge 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 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.)**
5. TRAFFIC OFFENSES: JUVENILES 16 & UNDER MUST APPEAR IN COURT WITH A PARENT OR GUARDIAN.
6. ALCOHOL OFFENSES: MINORS 17-20 YEARS OF AGE MUST APPEAR IN PERSON, 16 AND UNDER MUST APPEAR WITH A PARENT OR GUARDIAN.
7. **ALTERNATIVES 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:
  - a. 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.
  - b. 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.
  - c. 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.

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**SCHEDULE OF ACCEPTABLE FINES**

As of January 1<sup>st</sup>, 2020

**For the offense of SPEEDING:**

10-13 MPH over	\$210.00	1-9 MPH over.....	\$185.00
18-20 MPH over	\$310.00	14-17 MPH over.....	\$260.00

(In an active school zone and / or construction zone with workers present fine doubles.)

City Ordinance Violation.....	\$265.00	Driving while license invalid.....	\$381.00
Failure to appear.....	\$216.00	No plate / one plate.....	\$176.00
Fail to control speed/ Unsafe Speed.....	\$191.00	No/Expired Vehicle Registration.....	\$176.00
Failure to yield right of way.....	\$191.00	Expired Driver's License.....	\$176.00
Following too closely.....	\$191.00	No Liability Insurance (1 <sup>st</sup> offense).....	\$351.00
Illegal, Unsafe or Improper Turn .....	\$191.00	No drivers license / fail to display.....	\$217.00
Defective Equip., e.g. Headlight, etc. ....	\$189.00	Parking in handicap zone.....	\$280.00
Littering.....	\$265.00	Driver/Passenger Safety Belt Violation ....	\$184.00
Violate Driver's License Restriction .....	\$192.00	Open Container.....	\$331.00
Possession of drug paraphernalia.....	\$340.00	Reckless damage of destruction.....	\$265.00
No seatbelt (child 8-15 years of age).....	\$215.00	No liability insurance 2 <sup>nd</sup> offense.....	\$431.00
Unrestrained child (under 8 years of age)	\$284.00	Permit unlicensed minor to drive.....	\$21.00
Parking violations (except handicap).....	\$211.00		
Stop Sign/Red Light Violation.....	\$197.00		

## REPLY FORM

(Mail to the Justice Court indicated on your citation. 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 City of Winnsboro indicated on your citation.)

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 Winnsboro.)

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 WINNSBORO MUNICIPAL COURT.)

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(DETACH HERE AND MAIL TO WINNSBORO MUNICIPAL COURT)

## 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 to the charge of \_\_\_\_\_ and request the court dismiss the charge under the terms of Article 45.0511 (b)(1), C.C.P.

I certify that I have a valid Texas driver's license or permit and do not hold a commercial driver's license (CDL); that the alleged speed was not 95 mph OR 25 mph or more above the posted speed limit; that I have not taken a driving safety course within the past 12 months for the purpose of having a citation dismissed, and am not in the process of taking such a course; and that I have not completed a course which is not reflected on my driving record.

I understand that I will be charged court costs and a dismissal fee that are non-refundable and must be paid to the court BEFORE my request will be granted.

I understand that I am not eligible for the Driving Safety Course unless I provide proof of financial responsibility (liability insurance).

Under pain or penalty of perjury \_\_\_\_\_  
Signature of Defendant

SWORN to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Signature

(This affidavit must be returned by certified mail along with a copy of proof of liability insurance, copy of driver's license and Money Order for \$144.00)