

**ABSOLUTELY NO PERSONAL CHECKS WILL BE ACCEPTED!**

**YOU MUST FILL OUT THE NECESSARY SECTIONS AND RETURN THIS FORM ON OR BEFORE THE APPEARANCE DATE LISTED ON THE LOWER SECTION OF YOUR CITATION.**

**CITY OF LORENA MUNICIPAL COURT  
107-A S. FRONTAGE ROAD  
LORENA, TEXAS 76655  
254-857-4641 FAX 254-857-4118**

**PLEASE READ THE FOLLOWING CAREFULLY AND FOLLOW THE INSTRUCTIONS.  
PLEASE DO NOT CALL THE COURT UNTIL YOU HAVE CAREFULLY READ THIS FORM.**

This letter is furnished as a courtesy to you by the Municipal Court to assist you in making disposition of the charge (s) filed against you. PLEASE NOTE: The Judge cannot and will not discuss the merits of a pending judicial proceeding prior to the trial. (Canon 3 (5). Code of Judicial Conduct).

**IF YOU FAIL TO RESPOND TO THE CHARGE (S) ON OR BEFORE YOUR COURT DATE, AN ADDITIONAL CHARGE MAY BE FILED AGAINST YOU FOR "VIOLATION OF PROMISE TO APPEAR" AND WARRANTS WILL BE ISSUED FOR YOUR ARREST. A PHONE CALL DOES NOT WARRANT AN APPEARANCE. PLEASE NOTIFY THE COURT AS SOON AS POSSIBLE SHOULD HAVE ANY QUESTIONS. IF YOU WISH TO REQUEST A PAYMENT PLAN OR AN EXTENSION YOU MUST PUT YOUR REQUEST IN WRITING. PAYMENT PLANS ARE REQUIRED TO PAY A \$25 PAYMENT PLAN FEE PER VIOLATION. YOU MUST COMPLETE THE ENCLOSED APPLICATION FOR PAYMENT PLAN REQUEST. EXTENSIONS ARE FOR 30 DAYS ONLY.**

A Juvenile (16 years and under) is required to appear for a hearing before the Judge, and one or both Parents or Legal Guardians must be present. **ALL HEARINGS AND COURT ARE HELD ON THE 1<sup>ST</sup> AND 3<sup>RD</sup> WEDNESDAY OF EACH MONTH.** Court is held in the Lorena City Hall Building located at 107-A S. Frontage Rd. in Lorena. Court begins at 4:00 pm. (If you choose a Bench or Jury trial the court will notify you of your court date).

### **PLEA INFORMATION**

This section relates to Sections 1, 2, and 3 on the Reply Form on the reverse side of this page. Please read these directions and follow them carefully before calling the Court.

**Section 1:** This section contains vital record-keeping information for the Court, and must be filled out by ALL defendants.

**Section 2:** This section is to be filled out ONLY if you wish to apply for Defensive Driving. You must plead GUILTY or NOLO CONTENDERE (NO CONTEST) in order to apply for Defensive Driving. In addition, a checklist of necessary qualifications and steps is included to help you determine your eligibility. You will be required to pay the Court Cost in lieu of the fine. **YOU ARE NOT ELIGIBLE FOR DEFENSIVE DRIVING IF YOU WERE TICKETED IN A CONSTRUCTION ZONE WHILE WORKERS ARE PRESENT.**

**Section 3:** This section is to be filled out ONLY if you do not qualify for Defensive Driving, if you wish to simply plead GUILTY or NOLO CONTENDERE or if you wish to request a Trial by Judge or Trial by Jury.

**WARNING: IF YOU FAIL TO APPEAR IN COURT OR SATISFY A JUDGMENT ORDERING PAYMENT OF A FINE AND COSTS IN THE MANNER ORDERED BY THE COURT AS REQUIRED BY LAW FOR THE PROSECUTION OF THIS OFFENSE, RENEWAL OF YOUR DRIVER LICENSE MAY BE DENIED.**

### **Acceptable Payment Types**

You may mail your payment or pay in person at the court. Lorena Municipal Court accepts cash, cashier's checks and money orders. **No personal checks** will be allowed for court payments.

**"Make your payment online at [www.trafficpayment.com](http://www.trafficpayment.com) OR call 1-800-444-1187"**

**SEE ATTACHED FORM FOR FINE AMOUNTS.**

**WAIT THREE(3) BUSINESS DAYS BEFORE CONTACTING THE COURT.**

**YOU WILL NOT BE ELIGIBLE FOR DEFENSIVE DRIVING IF YOU WERE TICKETED IN A CONSTRUCTION ZONE WHILE WORKERS WERE PRESENT.**

\*\*\*\*THE ENCLOSED APPLICATION OF COPY OF DRIVER RECORD REQUEST FORM IS TO BE FILLED OUT ONLY IF YOU ARE REQUESTING DEFENSIVE DRIVING. COMPLETE *FRONT SIDE ONLY AND REQUEST 3A*. \*\*\*\*  
**YOU ARE NOT ELIGIBLE FOR DEFENSIVE DRIVING IF YOU WERE IN A CONSTRUCTION ZONE WHILE WORKERS ARE PRESENT.**

**PLEA FORM / DEFENSIVE DRIVING APPLICATION**

**SECTION 1: ALL DEFENDANTS-PLEASE PRINT**

NAME	CITATION NUMBER	LICENSE #	STATE
ADDRESS	CITY/STATE/ZIP	( ) PHONE NUMBER	

**SECTION 2: DEFENSIVE DRIVING**

If you wish to apply for Defensive Driving, you must satisfy ALL of the following qualifications and follow ALL of the steps below on or before the appearance date as indicated on your citation. If you have checked all these boxes, then you qualify and must fill out the \* Defensive Driving Application below to be granted Defensive Driving. **YOU WILL NOT RECEIVE ANY FURTHER CORRESPONDANCE FROM THIS COURT IF YOU SATISFY THE FOLLOWING QUALIFICATIONS.**

**To take Defensive Driving, you must first plead GUILTY or NOLO CONTENDERE to the charge (s) against you, and waive your right to Trial.**

I hereby plead (check one) \_\_\_\_\_ GUILTY / \_\_\_\_\_ NOLO CONTENDERE, and waive my right to Trial.

- I possess a VALID Texas Driver License or Permit to Drive.
- I have NOT taken Defensive Driving in lieu of paying a fine in the past (12) months. I am NOT in the process of taking a driving safety course to dismiss an offense in another court. I am NOT currently on deferral in another court.
- My citation is NOT for speeding TWENTY-FIVE (25) MPH or in excess of that over the speed limit.
- I do NOT possess a Commercial Driver License (CDL).
- I will complete a Texas DPS-approved Defensive Driving Course and remit the proper certificate of completion to the Court within NINETY (90) DAYS OF THE DATE OF MY CITATION.
- I have completed the attached request for a certified copy of my driving record and sent it to the Driver Record Bureau. (This form must be sent to the Driver Record Bureau, address located on top of form. A CHECK or MONEY ORDER in the amount of TEN (\$10.00) dollars, payable to Texas DPS, must be included with the form. (You should choose 3A, the certified version)
- This form has been notarized by a Texas Notary Public. I will mail it **CERTIFIED/RETURN RECEIPT** to the Court on or before the appearance date found on the citation. The Court's address is 107-A S. Frontage Rd., Lorena, TX 76655.
- I have enclosed with this form: A. Proof of Financial Responsibility (Insurance), and

**B. A MONEY ORDER FOR \$114.00 (or \$138.00 if violation occurred in a School Zone), made payable to LORENA MUNICIPAL COURT for state fines and court costs, in lieu of the fine. (NO PERSONAL CHECKS WILL BE ACCEPTED.)**

**No extensions will be granted for Court Cost or to request Defensive Driving.**

**\*DEFENSIVE DRIVING APPLICATION (FILL THIS OUT ONLY IF ALL THE ABOVE BOXES ARE CHECKED):**

SIGNATURE	CITATION NUMBER	VIOLATION
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SWORN AND SUBSCRIBED TO ME this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

NOTARY PUBLIC

**SECTION 3: PLEA GUILTY, NOLO CONTENDERE, OR REQUEST A TRIAL**

A plea of NOLO CONTENDERE means that you do not wish to contest the State's charge against you. The fine and conviction for this plea is the same as for a plea of GUILTY.

If you plead NOT GUILTY, you will be notified in a timely manner of your trial date. Please note the Court times on the front page of this form. Please be sure to include your current mailing address in Section 3 of this form.

- I waive my right to a Jury Trial and Defensive Driving and hereby enter a plea of GUILTY.
- I waive my right to a Jury Trial and Defensive Driving and hereby enter a plea of NOLO CONTENDERE.

\*\*\*\*IF YOU CHECKED EITHER OF THE ABOVE, **A MONEY ORDER** IN THE AMOUNT OF THE FINE (SEE THE FINE LIST ON THE FRONT PAGE) MUST BE INCLUDED WITH THIS REPLY FORM\*\*\*\*

- I hereby enter a plea of NOT GUILTY and request the Court to notify me of my trial date.
- I would like a (check one)  **Trial by Jury** /  **Bench Trial (Trial by Judge).**

SIGNATURE	DATE	FINE AMT
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**"Make your payment online at [www.trafficpayment.com](http://www.trafficpayment.com) OR call 1-800-444-1187"**

Revised 1/2014 **ABSOLUTELY NO PERSONAL CHECKS WILL BE ACCEPTED!**