

**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 THESE FORMS.**

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).

**APPEARANCE/COURT DATE:** The date located on your citation above your signature.

**PHONE CALLS:** Phone calls **DO NOT** warrant an appearance. All the information in this packet will give you options on how to handle the ticket you received. The Judge **DOES NOT** take phone calls.

**PAYMENT PLAN:** If you wish to request a payment plan you must put your request in writing. A \$15 payment plan fee is required per violation. A payment request form is provided. (see page 3)

**REQUEST FOR DRIVING SAFETY COURSE:** You have until your court date to request DSC. (See page 2)

**EXTENSIONS:** Extensions are for 30 days only and a form is provided to request an extension. (see page 3)

**TRIALS:** If you wish to enter a plea of **NOT GUILTY** and request a trial, please use the form provided. (page 4)

**PLEA FORM:** Please enter your plea on the form provided to plead guilty and pay the fine. (see page 4)

**FINE LIST:** A list of common fine amounts is listed on the payment plan/extension request form. If your fine amount is not listed, please call the court. (page 3)

**DEFERRED DISPOSITION:** Deferrals are strictly at the Judges discretion. See the form or more info. (page 6)

**DRIVING RECORD REQUEST:** You must request a copy of your driving record when requesting a Driving Safety Course or Deferred Disposition (see page 5)

**JUVENILES:** 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.

**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 AND ADDITIONAL COLLECTION AGENCY FEES.**

**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. **Credit Card payments can only be made online at [www.trafficpayment.com](http://www.trafficpayment.com) or by calling 1-800-444-1187.**

**\*\*IF YOU CHOOSE TO REPORT A COMPLIMENT OR COMPLAINT, PLEASE REFER TO THE FOLLOWING INFORMATION: CALL 254-857-9614 OR [police@lorenatx.gov](mailto:police@lorenatx.gov) or YOU CAN MAIL TO LORENA POLICE DEPARTMENT, 100 N. BORDON, LORENA, TX 76655\*\***

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

## ***DRIVING SAFETY COURSE REQUEST FORM***

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

If you wish to apply for Driving Safety Course under Article 45.0511, Code of Criminal Procedure, 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 initialed all these boxes, then you qualify for the driving safety course and **WILL NOT RECEIVE ANY FURTHER CORRESPONDENCE FROM THIS COURT.**

**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 do not hold a CDL license.

\_\_\_ 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, or 95 MPH or more over the posted speed limit or cited in a construction zone when workers are present.

\_\_\_ I will complete a Texas DPS-approved Driver Safety (Defensive Driving) Course approved by the Texas Department of Licensing & Regulations [www.TDLRapproved.com](http://www.TDLRapproved.com) and provide the court with the original class certificate showing successful completion of the course within NINETY (90) DAYS OF THE DATE OF MY CITATION. Your signature is required on the certificate.

\_\_\_ I understand that I have 90 days to request a certified copy (form 3A) of my driving record from the Department of Public Safety and submit to the court. Order online at [www.texas.gov](http://www.texas.gov) or see form in this packet.

\_\_\_ I am providing a copy of my vehicle insurance certificate with this application.

\_\_\_ 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 MONEY ORDER FOR \$144.00 (or \$169.00 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.**

**I ATTEST THAT I HAVE READ THIS DOCUMENT.**

**I also state under oath that on the date of my request for a driving safety course/motorcycle operator training course in the above numbered cause that I was not taking such a course nor had I completed one within the 12 months preceding the date of my current offense that is not shown on my driving record as maintained by the Texas Department of Public Safety (or as maintained by the state that issued my driver's license-active military duty personnel only).**

SIGNATURE	CITATION NUMBER	VIOLATION
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SWORN AND SUBSCRIBED TO ME this \_\_\_ day of \_\_\_, 202\_\_.

\_\_\_\_\_  
(Judge)(Court Clerk)(Notary Public in and for the State of Texas)

**Failure to contact the court will result in additional fines and fees and your file being turned over to a collection agency. Collection agency fees are an additional 30% above all other charges.**

**GUILTY PLEA, NOLO CONTENDERE PLEA, OR BENCH OR JURY TRIAL REQUEST FORM**

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.

- ☐ 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\*\*\*\*\***

## TRIAL REQUEST

- 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)**.

**DEFENDANT'S INFORMATION:**

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

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Current Mailing Address

Telephone Number

Email address

**SIGNATURE**

DATE \_\_\_\_\_

CITATION #

**FINE AMT**

## Lorena Municipal Court

### How to Order Your Texas Driving Record Online

1. Go to [www.texas.gov](http://www.texas.gov)
2. Click on find services
3. Click on Request Licensee Driver Records
4. Click on blue continue button
5. Do not click on the Print Test Record
6. Click the box I acknowledge
7. Click on blue continue button
8. Fill out the login information
9. Type in your Texas driver's license number
10. Type in your date of birth with this exact format 01/01/1970
11. Type in the last 4 digits of your social security number
12. Type in your audit number or they will charge you an additional \$1.75
13. Click the blue login button
14. Select the 3A (Certified Complete Driving History), cannot accept any other copies
15. Fill out your address information
16. Click on the blue Review Order
17. Review your information
18. Type in your credit card information. The address must match to your credit card billing address
19. Click on the blue Submit button
20. Type in your email address, to verify you received the email
21. The email should be sent to you within a few minutes
22. You can print out a receipt
23. Your password is your driver's license number

**REQUEST FOR DEFERRED DISPOSITION FORM**

Name (Print or type as it appears on your driver's license)	Citation # and Offense
Current Mailing Address	City/State/Zip
Telephone Number	

**If you wish to request Deferred Disposition, you must send a certified copy (3A.) of your driving record along with this form.**

**<https://txapps.texas.gov/tolapp/txldrchr/TXDPSLicenseeManager>**

Please **DO NOT** send any fine money until your deferral has been granted.

**I swear or affirm that the following statements are true:**

- ☐ I waive my right to a trial and enter my plea of NO CONTEST,
- ☐ **I was not charged with an offense in a construction zone.**
- ☐ I do not possess a Commercial Driver's License in any State.
- ☐ I have not had deferred disposition for dismissal of a class C misdemeanor citation within one (1) year period of the issue date of my citation.
- ☐ I am not currently on deferred disposition (probation) for any citation in any other court.

**I understand that if deferred disposition is granted:**

- ☐ I will be placed on probation for a period of time not to exceed six (6) months.
- ☐ If under the age of 25, I will be required to take a Driving Safety Course as a condition of probation, per CCP 45.051.
- ☐ After receiving approval from the judge, I will receive my Deferred Disposition Order by mail at the address I have provided above. I must sign and return to the court ASAP.
- ☐ **I understand there is an additional \$50 special expense fee added to my fine once my request for deferred has been granted.**
- ☐ If I violate ANY condition of my probation, this citation will not be dismissed and a conviction will be reported to the Texas Department of Public Safety (or Driver's License Bureau for the state in which your license was issued) to be included on my driving record.

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Signature

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Date