

City of Glen Rose Municipal Court

The Municipal Court Clerk does not answer legal questions of any nature. The Clerk is allowed to explain Court proceedings and procedures only. If you need legal advice, please contact a lawyer.

The Judge does not take any phone calls regarding any citation.

All notices from this court will be sent to the address on file with the court.

What do I do after receiving a citation?

If you have received a citation you must make contact with the court on or before the appearance date and time specified on your citation, this date is at the right bottom corner of your copy of the citation and it is approximately 14 days from the date you received the citation. Please do not contact the Court the same day you received the citation, allow 3 business days. If you fail to contact the City of Glen Rose Municipal Court a **WARRANT** for your arrest with additional fees may be issued at any time after your appearance date.

The first step to resolving your violation is to enter a plea.

To enter a Plea

After you are issued a citation, you must enter a plea by the appearance date located at the bottom of your citation. Remember only the person who received the citation can enter a plea to the citation. You have three plea options to choose from:

1. Guilty – By entering a plea of Guilty you admit that the act is prohibited by law, that you committed the act charged, and that you are waiving your right to a trial by judge or jury.

Before entering a plea of guilty, you should understand the following:

- ✓ The State has the burden of proof to prove that you violated the law (the law does not require that you prove you did not violate the law);
- ✓ You have the right to hear the State's evidence and to require the State to prove your guilt of the crime against you; and
- ✓ A plea of guilty may be used against you later in a civil suit if there was a traffic accident (another party can say you were at fault or responsible for the accident because you pled guilty to the traffic charge).

2. Nolo Contendere (No Contest) – A plea of No Contest means that you do not contest the violation filed against you and you are waiving your right to a trial by judge or jury. A plea of no contest cannot be used against you in a subsequent civil suit for damages.

3. Not Guilty – A plea of Not Guilty means that you are informing the court that you deny guilt or that you have a good defense in your case and the State must prove you guilty of the charges against you. You will next need to decide if you want to hire an attorney. You have the right to have an attorney represent you, but the Court is not required to provide you with an attorney.

What happens if I do not enter a PLEA or IGNORE my citation?

If you fail to enter a plea for each violation shown on your citation or if you ignore your citation, a warrant may be issued for your arrest.

DISMISSALS

Some tickets may be able to be dismissed by the Court without appearing in Court. The following can be dismissed with certain documentation:

- **Expired Registration**- If inspection has not been expired for more than 60 days and if vehicle is registered prior to your appearance date on the citation and proof is provided to the court. There will be a \$20 dismissal fee.
- **Expired Driver's License** – If the driver's license has been renewed prior to the appearance date on the citation and proof is provided to the court. There will be a \$20 dismissal fee.
- **Fail to Display Driver's License** – If you actually had a valid driver's license at the time the citation was written and you provide proof to the court. There will be a \$10 dismissal fee.
- **Fail to Report Change of Address/Name** – If name or address on driver's license is corrected prior to the appearance date on the citation and proof is provide to the court. There will be a \$10 dismissal fee.
- **Violate DL Restriction A**- If corrected prior to the appearance date on the citation and proof is provided to the court. There will be a \$10 dismissal fee.
- **Obscured, No, or Only One License Plate** – If you provide proof that all plates are visible and mounted in appropriate places on the vehicle. There will be a \$10 dismissal fee.
- **Fail to Maintain Proof of Financial Responsibility (No Insurance)** – If you are able to provide proof that you or the vehicle you were driving was insured at the time the citation was written, this charge may be dismissed at no charge. Citations for failure to maintain financial responsibility (insurance) are not dismissible if the citation resulted from a traffic accident. **Proof must be brought to the court or mailed. No faxed copies will be accepted.**

DEFERRED DISPOSITION (PROBATION)

With a plea of **GUILTY or NOLO CONTENDERE** (No Contest) you may be eligible for Deferred Disposition, more commonly known as Probation. This is an informal probation in the City of Glen Rose for a specified time usually 180 days. There is an additional \$50 fee.

All requests for Deferred Disposition (Probation) must be made **IN PERSON OR BY MAIL** within 15 calendar days from the date the offense occurred.

PLEASE NOTE: You are required to have the request by mail postmarked within the allowed 15 days.

Approval, terms and conditions of the deferral order are subject to the Judge's discretion.

- ✓ **YOU ARE ELIGIBLE** if you have a Non Commercial Driver's License.
- ✓ **YOU ARE ELIGIBLE** if you **ARE NOT** currently participating in Deferred Disposition in the City of Glen Rose.
- ✓ You are **NOT ELIGIBLE** if the offense was committed in a construction zone while workers were present.
- ✓ You are **NOT ELIGIBLE** if you were going 25 or more miles over the speed limit.
- ✓ Drivers that hold a provisional driver's license are required to retest at DPS in addition to taking a driver safety course (DSC).

Defendants under the age of 25 at the time of the offense are also required to complete a Driver's Safety Course (DSC) and to furnish this Court with a certified copy of their Driver Record as maintained by the TEXAS DEPARTMENT OF PUBLIC SAFETY and Proof of Insurance as requirements of Deferred Disposition.

You are NOT eligible for Deferred Disposition if you held a Commercial Driver's license AT THE TIME THE OFFENSE OCURRED, even if you are in a personal vehicle.

If you fail to pay your fines, receive another citation during the deferral period with the City of Glen Rose, or if you fail to return a Driver's Safety Course certificate of completion (if under 25) or your Certified Driver's Record, you will be notified to appear before the Judge to show cause why your deferral should not be revoked and a conviction for the offense will be reported to the Department of Public Safety (DPS).

DRIVER SAFETY COURSE (DSC)

Under the laws of the State of Texas, you may be able to have this 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.

You must receive permission from the court **before** taking the course.

You may be eligible if:

1. You have been charged with a traffic offense under the Subtitle C, Transportation Code;
2. You have not taken a DSC within the last 12 months prior to the date of the traffic offense;
3. You held a NON COMMERCIAL driver's license;
4. You have proof of financial responsibility (Insurance);
5. You are not currently taking a course for another violation;
6. You were not going 25 mph over the speed limit;
7. You did not commit the offense in a construction zone while workers were present;
8. You did not commit the offense of passing a school bus.

If you choose this option, complete the driver's safety course form and return it with a copy of your driver's license, proof of insurance and your payment (the total amount of the fine) to the court on or before your appearance date.

If you don't know the amount of your fine please call this court at (254)-897-2272

Warrant Information

The court may issue a warrant when:

- You fail to make contact with the Court by the specified time.
- You fail to comply with an Order of the Court.
- You do not complete a payment plan or fail to make a payment as promised.

Resolving a Warrant:

Your warrant may be canceled by pleading "NOLO CONTENDERE" or "GUILTY" to the violation(s) and making payment for the fine (s). Payment must be in the form of cash, check, or money order. Your warrant will remain outstanding until your payment is received.

To find whether you have an outstanding warrant, you may call the City of Glen Rose Municipal Court at (254) 897-2272.

PLEA FORM
(Paying the fine only)

You may dispose the charges against you before the court appearance date if you choose to enter a plea of "Guilty" or "Nolo Contendere" and pay the fine. Please indicate your plea by marking the proper space below.

If you haven't received a courtesy letter informing you of the amount of your fine, please call the court.

1. _____ I hereby enter a plea of **NOLO CONTENDERE**, waive my right to a trial by Judge or Jury, and am enclosing payment.
2. _____ I hereby enter a plea of **GUILTY**, waive my right to a trial by Judge or Jury, and am enclosing payment.

Ticket #

Print name

Driver's License Number

Phone Number

Date

Signature

Mail this form with your payment to:

City of Glen Rose Municipal Court
P.O. BOX 1949
Glen Rose, TX 76043

It is advised you call to confirm that the court has received your payment. (254) 897-2272
(KEEP A COPY OF THIS FORM FOR YOUR RECORDS)

NOT GUILTY PLEA FORM to request a Court Date

DOCKET # _____

(Call this court to obtain your docket number)
(254) 897-2272

_____ I hereby enter a plea of **NOT GUILTY** and request a trial by **JUDGE**. This is my Promise to Appear on the date furnished to me by the court.

_____ I hereby enter a plea of **NOT GUILTY** and request a **JURY** trial. This is my Promise to Appear on the date furnished to me by the court.

I, _____ defendant in the above entitled and numbered cause, have entered my plea on this the _____ day of _____ to the charge of _____.

Defendant

PLEASE PRINT CLEARLY

Printed Name of Defendant: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Mail this form to:

City of Glen Rose Municipal Court
P.O.BOX 1949
Glen Rose, TX 76043

It is advised that you call to confirm the court has received your request.

(KEEP A COPY OF THIS FORM FOR YOUR RECORDS)

DRIVING SAFETY REQUEST FORM

I hereby plead **NOLO CONTENDERE** to the attached moving traffic violation and request that the court defer proceedings in my case for 90 days so that I may complete an approved driving safety course, present a certificate of completion, a certified copy of my driver record for the last 3 years and have the court dismiss my case. I understand that failure to complete the requirements within the 90 day period will result in a \$200 fine.

Print Name

Driver's license Number

Signature

Print Name

Under pain or penalty of perjury, sworn to and subscribed before me this ____ day of _____, 20____.

NOTARY PUBLIC, STATE OF TEXAS

COMMISSION EXPIRES

Mail this form with copy of your citation, your payment, copy of valid Texas driver's license and proof of insurance for the date of the citation and payment to:

City of Glen Rose Municipal Court
P.O.BOX 1949
Glen Rose, TX 76043

It is advised that you call to confirm the court has received your request (254) 897-2272
(Keep a copy of this form for your records)

REQUEST FOR DEFERRED DISPOSITION

A SPECIAL EXPENSE FEE OF \$ 50.00 FOR DEFERRED DISPOSITION SHOULD BE ADDED TO YOUR FINE.

DEFENDANT NAME: _____

CITATION NUMBER: _____

OFFENSE: _____

My plea to the court is:

____ NOLO CONTENDERE AND I WAIVE MY RIGHT TO A JURY TRIAL OR HEARING BY THE COURT.

____ GUILTY AND I WAIVE MY RIGHT TO A JURY TRIAL OR HEARING BY THE COURT.

SIGNATURE OF DEFENDANT

DATE

ADDRESS

TELEPHONE

CITY STATE ZIP

Mail this form with copy of your citation, your payment, copy of valid Texas driver's license and proof of insurance for the date of the citation and payment to:

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P.O.BOX 1949
Glen Rose, TX 76043

It is advised you call to confirm that the court has received your request (254) 897-2272
(Keep a copy of this form for your records)