

CITY OF BURTON MUNICIPAL COURT COURTESY LETTER

WWW.CITYOFBURTON-TX.GOV

Mailing Address: P.O. Box 255- Burton, Texas 77835

Physical Address: 12200 E. Mulberry St. Spur * Phone 979-289-3400 * Fax 979-289-3418

Hours: Tuesday – Thursday 9:00 am – 3:00 pm

READ ALL INSTRUCTIONS BEFORE YOU CALL THE COURT

This letter is provided to you to assist in the handling of the charge(s) filed against you. READ all instructions carefully and completely.

PLEASE NOTE: The Judge cannot discuss the merits of a pending judicial proceeding prior to actual trial (Canon 6(c) Code of Judicial Conduct). This means that the Judge is forbidden from discussing your citation with you before trial except as a procedural matter. If you plead GUILTY or NO CONTEST and have extenuating circumstances, the Judge can discuss them with you. A JUVENILE who fails to appear by the date and time on a citation may have his/her driver’s license suspended as established by the Transportation Code 729.001.

FAILURE TO RESPOND IN A TIMELY MANNER CAN RESULT IN AN ARREST WARRANT BEING ISSUED FOR YOU! AFTER THE APPEARANCE DATE PASSES AND YOU HAVE FAILED TO APPEAR IN COURT: 1) YOU WILL BE CHARGED WITH THE ADDITIONAL CRIMINAL VIOLATION OF VIOLATE PROMISE TO APPEAR/FAILURE TO APPEAR, FOR WHICH ADDITIONAL FINES AND COSTS ARE ATTACHED; 2) AN ARREST WARRANT WILL BE ISSUED BY THE COURT; AND 3) THE RENEWAL OF YOUR DRIVER’S LICENSE MAY BE DENIED.

OPTION 1: YOU MAY PAY YOUR TICKET

Hand deliver or mail the following to the Mailing address above BEFORE the appearance date on the Citation:

- 1) Check 1 GUILTY or 2 NO CONTEST on the plea form below. Give full address information and valid phone number on plea form. Sign your name. Print your name.
2) Payment as outlined on the back of this letter (MONEY ORDER OR CASHIER’S CHECK only. NO PERSONAL CHECKS), 3) A copy of the Citation

*If you would like a receipt for your payment, you MUST include a self-addressed, stamped envelope.

OPTION 2: YOU MAY ASK FOR A TRIAL

Hand deliver or mail the following to the Mailing address above BEFORE the appearance date on the Citation:

- 1) Check 4 NOT GUILTY on the plea form below. Give full VALID address information and valid phone number on plea form. Sign your name. Print your name. You will be notified of your Trial Date via mail.
2) Check your “request for trial by” selection of JUDGE or JURY.
3) A copy of the Citation
4) A copy of your VALID Texas Driver’s License

*PLEASE NOTE: The fine schedule on this letter does not apply if you are found Guilty.

THE BURTON MUNICIPAL COURT DOES NOT ACCEPT DEBIT OR CREDIT CARDS

OPTION 3: YOU MAY TAKE A DRIVING SAFETY COURSE

(CDL license holders are NOT ELIGIBLE) To be eligible, you must not have taken the course in the past 12 months for the purpose of ticket dismissal and, you must not have been cited for speeding 25mph or more over the posted limit.

Hand deliver or mail the following to the Mailing address above BEFORE the appearance date on the Citation:

- 1) Check 3 GUILTY or NO CONTEST requesting DRIVING SAFETY COURSE on the plea form below. Give full address information and valid phone number on plea form. Sign your name. Print your name.
2) A copy of the Citation
3) A copy of your VALID Texas Driver’s License
4) A copy of your VALID Proof of Liability Insurance. The Defendant’s name must be listed on the proof.
5) A Self-Addressed, Stamped #10 Business envelope.
6) A payment of \$109.10. (MONEY ORDER OR CASHIER’S CHECK only. NO PERSONAL CHECKS)

You will have 90 days from the date of Court approval to complete a TEXAS approved DSC course and return the Certificate of Completion and other required documents to the Court. If you fail to meet the deadline, a warrant for your arrest may be issued.

*If you apply and do not meet eligibility requirements, you forfeit \$10 Administration Fee and your entire fine amount will be due.

OPTION 4: YOU MAY REQUEST DEFERRED DISPOSITION (Call the Court)

--PLEA FORM--

NO PLEAS ACCEPTED BY PHONE. You MUST enter ALL information and sign the plea form before the Court can take action on your citation.

JUVENILES: If you are 17 or younger – Call the Court! You and a parent or guardian may have to make an appearance.

Mail this PLEA FORM & other items requested as directed above.

- 1. I hereby enter a plea of GUILTY and waive appearance for a trial. A copy of the citation (ticket) & payment of the fine & costs by CASHIER’S CHECK or MONEY ORDER is enclosed. NO PERSONAL CHECKS.
2. I hereby enter a plea of NO CONTEST and waive appearance for a trial. A copy of the citation (ticket) & payment of the fine & costs by CASHIER’S CHECK or MONEY ORDER is enclosed. NO PERSONAL CHECKS.
3. I hereby enter a plea of NO CONTEST OR GUILTY and ask that the Court grant me the DRIVING SAFETY COURSE for the purpose of dismissal of the ticket. I meet the requirements listed above. NO COMMERCIAL DRIVER’S LICENSE.
4. I hereby enter a plea of NOT GUILTY. I request a trial by: JUDGE JURY (check one box)
5. I hereby enter a plea of NO CONTEST OR GUILTY and request DEFERRED DISPOSITION. The Court will contact you with the terms if you are approved.

PRINT NAME

SIGN NAME

ADDRESS

HOME & CELL NUMBER

IF YOU DO NOT FILE A **WRITTEN PLEA** WITH THE COURT BY MAIL
 OR APPEAR IN PERSON **BEFORE OR ON** YOUR DATE OF APPEARANCE AS STATED ON YOUR CITATION,
YOU WILL BE CHARGED WITH THE CRIMINAL OFFENSE OF
VIOLATE PROMISE TO APPEAR OR FAILURE TO APPEAR
AND A WARRANT WILL BE ISSUED FOR YOUR ARREST.

A PHONE CALL IS NOT A WRITTEN PLEA OR AN APPEARANCE

SCHEDULE OF FINES

All fines listed below include the Court mandated costs

1. SPEEDING	
1-10 mph over limit.....	\$182.00
11-15 mph over limit.....	\$202.00
16-20 mph over limit.....	\$232.00
21-25 mph over limit.....	\$257.00
26 mph over limit.....	\$267.00
27 mph over limit.....	\$277.00
28 mph over limit.....	\$287.00
29 mph over limit.....	\$297.00
30 mph over limit.....	\$300.00
2. Moving Violations	\$161.00
3. Equipment Violations	\$166.00
4. Registration Violations	\$131.00
5. Driver's License Violation	\$182.00
6. No Liability Insurance (FMFR) (1 st Offense)	\$356.00

7. Failure to Change Address	\$101.00
8. Seat Belt Violation	\$131.00
9. Unrestrained child	\$226.00
10. Failure to stop for school bus (loading or unloading)	\$356.00
11. Public Intoxication	\$331.00
12. Disorderly Conduct, Disturbing the Peace, Simple Assault	\$331.00
13. Parking Violation	\$131.00
14. Driving While License Invalid	\$352.00
15. Minor in Possession of Alcohol/Tobacco:	Contact the Court
16. Possession of Drug Paraphernalia	\$266.00
17. Violate Promise to Appear/ Failure to Appear	\$294.00

TRAFFIC FINES ARE DOUBLED IN CONSTRUCTION ZONES WHEN WORKERS ARE PRESENT. IN CONSTRUCTION ZONES,
 A DRIVING SAFETY COURSE OR DEFERRED DISPOSITION IS **NOT** AN OPTION.

MOVING VIOLATION DISMISSAL: "You may be able to require that this charge be dismissed by taking a Driving Safety Course. However, you will lose the right if you do not provide written notice to the Court on or before your appearance date of your desire to do so." – Transportation Code 543.101

EXPIRED REGISTRATION OR OPERATE UNREGISTERED MOTOR VEHICLE VIOLATION DISMISSAL: Violation must be remedied within 20 business days. You must provide a copy of your State Registration receipt stating that PENALTY has been paid to the tax office along with a \$20 administration fee to the Court.

DRIVER'S LICENSE DISMISSAL: Must be renewed or corrected within 10 business days. You must provide a copy of renewal/correction along with a \$20 administration fee to the Court.

NO LIABILITY INSURANCE (FMFR) DISMISSAL: Charges will be dismissed upon presentation of valid insurance coverage to the Court, provided the coverage was valid at the time the citation was issued and presented on or before the appearance date. Agent's name and phone number must be presented.

IF YOU FEEL YOU HAVE A LEGITAMATE INABILITY TO PAY, PLEASE CONTACT THE COURT.

The Court only accepts CASH, MONEY ORDER or CASHIER'S CHECK for payments.

No Personal Checks, Debit or Credit Cards.

If you want a receipt for your payment, you MUST include a self-addressed/stamped envelope.