

CITY OF GARRISON MUNICIPAL COURT

CONTACT NUMBERS: PHONE (936)347-2201 FAX (936)347-2200 E-MAIL: garrisonmunicipalcourt@gmail.com

GARRISON MUNICIPAL COURT

330 SOUTH B AVENUE
GARRISON, TEXAS 75946

LOBBY HOURS (M-F) 8:00AM-4:00PM (EXCEPT HOLIDAYS)
OFFICE HOURS (M-F) 8:00AM-5:00PM (EXCEPT HOLIDAYS)

1. This letter is furnished as a Courtesy to you by The City of Garrison Municipal Court, Nacogdoches County, Texas, to assist you in making disposition if the charge(s) filed against you.

PLEASE NOTE: The judge cannot discuss the merits pending judicial proceeding prior to trial (Canon3(5), Code of Judicial Conduct). This means the Judge cannot discuss your citation with you before the trial except for procedural questions. If you FAIL TO RESPOND to the charge(s) BY THE APPEARANCE DATE SHOWING ON THE CITATION, an additional charge will be filed against you for Violate Promise to Appear for \$250.00, warrants will be issued for your arrest, and a hold will be placed on your Driver's License.

A JUVENILE who fails to appear by the time and date on the citation may have their License Suspended as required by (Transportation Code Section 729.001).

JUVENILES 16 & UNDER MUST CONTACT COURT WITH A PARENT OR GUARDIAN.

*2. You **must** return the reply form with your plea on or before the appearance date. Before you request a Driving Safety Course or Deferred Disposition, your Driving Record is required.

3. If you wish to ENTER A PLEA OF GUILTY OR NOLO CONTENDERE, please indicate in the proper space provided on the REPLY FORM. A plea of NOLO CONTENDERE means that you do not contest the State's Charge(s) against you. The fine and the Conviction for a NOLO CONTENDERE plea is the same as that for a plea of GUILTY. Either Plea indicates that you agree to waive appearance before the court for trial. Refer to the SCHEDULE OF FINES below to determine the total amount acceptable by the court. (These fines apply only to cases handled prior to court trial or judgment being entered). RETURN A COPY OF THE CITATION AND THIS LETTER WITH YOUR REMITTANCE TO ASSURE PROPER CREDIT.

4. If you wish to enter a plea of NOT GUILTY and desire a trial, advise the court by indicating in the proper space provided on the REPLY FORM **on or before the appearance date.** You will be notified by the Court when to Appear for Trial. **YOU MUST NOTIFY THE COURT OF CHANGE OF ADDRESS.**

5. **DRIVING SAFETY COURSE** (Deferred DSC Code of Criminal Procedure Art 45.0511): **SEE REVERSE SIDE.** Under Transportation Code Section 543.101 of the State of Texas, you may be able to require that this (one) charge be dismissed by taking a driving safety course, HOWEVER, you will lose that right if you do not provide written notice to the Court **on or before your appearance date.**

6. **Deferred Disposition:** Must be approved by the Judge. A Special Expense fee in the amount of the fine + \$50.00 is required, along with the Plea form, a copy of your Driving Record, and written request submitted **before your appearance date.** Once approved, charge will be dismissed after 90 days providing you do not receive another citation during that time.

SCHEDULE OF ACCEPTABLE FINES

REMIT BY: MONEY ORDER OR CASHIER'S CHECK ONLY, **NO PERSONAL CHECKS**

MAKE PAYABLE TO: GARRISON MUNICIPAL COURT

CITATIONS PAYABLE ONLINE AT: <https://garrisontx.us>

TRAFFIC VIOLATIONS

SPEEDING: MPH OVER THE LIMIT

(SPEEDING IN A SCHOOL ZONE IS FINE + \$50.00)

1-10\$170.00	*No Driver's License.....\$260.00	***No Insurance/Fail to Show Proof.....\$380.00
11-15.....\$200.00	Fail to Display DL.....\$160.00	Fictitious License Plates.....\$185.00
16-20.....\$230.00	**Expired DL.....\$185.00	Allow Unlicensed Driver to Drive..... \$185.00
21-25.....\$250.00	Fail to Identify.....\$245.00	No Seat Belt..... \$200.00
26-30.....\$275.00	**Operate Unregistered MV..... \$150.00	Unrestrained Child less than 8yrs..... \$350.00
Over 30.....Contact Court	**Operate MV w/o License Plates.... \$150.00	No Seat Belt 9 to 16 yrs old..... \$250.00
DWLI.....\$300.00	Following Too Close.....\$185.00	Obscured License Plates.....\$150.00
Racing.....\$210.00	Cell Phone Use in School Zone..... \$150.00	Fail to Stop at Stop Sign.....\$185.00
	Open Container..... \$210.00	Public Intoxication.....\$250.00
Assault.....\$260.	Minor in Possession of Alcohol..... \$185.00	Make Alcohol Available to a Minor.....\$210.00
Unsafe Lane	Disorderly Conduct..... \$260.00	Possession of Drug Paraphernalia.....\$350.00
Change \$185.00	Operate ATV on Roadway..... \$150.00	Parked in Roadway.....\$200.00
	Fail to Yield ROW/ Left or Right... \$185.00	Fail to Control Speed.....\$185.00
	Fail To Signal Lane Change..... \$185.00	Parked in Handicap Space.....\$500.00
	Fail to Change Address..... \$160.00	

NOTE: Contact the Court for:

1. Charges or Fines not listed
2. Fines for any offenses which occurred in a School Zone
3. Construction Zone/Workers Present Violations
4. Alcohol Offenses: Minors 17-20 yrs of age, **MUST** appear in person. 16 and Under **MUST** appear with a Parent or Guardian.

*Charges may be dismissed upon presentation of a Driver's License to the Court, as long as provided license was valid at the time of offense.

**Charges may be dismissed if defendant remedies defect and shows proof to the court within 10 working days. An administrative fee of \$10.00 must accompany proof.

***Charges may be dismissed upon presentation of evidence that insurance was in effect on the vehicle driven at the date of offense.

REPLY FORM

Mail to Address on the reverse side of this letter and enclose a Copy of the Citation with your **Reply Form**. Enclose a Self-addressed stamped envelope if you need a receipt. **NO PERSONAL CHECKS ACCEPTED.**

PLEASE PRINT OR TYPE:

NAME (AS IT APPEARAS ON LICENSE): _____
DRIVER'S LICENSE #: _____ STATE LICENSED: _____
CITATION #: _____ DATE OF CITATION: _____ APPEARANCE DATE: _____
CURRENT MAILING ADDRESS _____

CHECK ONE:

- ____ 1. Hereby enter a plea of **GUILTY** and waive appearance for trial. Enclosed is the amount of the fine(s).
- ____ 2. Hereby enter a plea of **NOLO COTENDERE** and waive appearance for trial. Enclosed is the amount of the fine(s).
- ____ 3. Hereby enter a plea of **NOT GUILTY** and waive my right to a jury trial and request a trial by **JUDGE**. I understand the court will notify me by mail of my trial date and I will advise the court of any changes in address.
- ____ 4. 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 and I will advise the court of any changes in address.

SIGNATURE: _____ DATE: _____



REQUEST FORM FOR DRIVING SAFETY COURSE

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 this right if you do not provide written notice to the Court on or before Your Appearance Date.**

Please indicate TRUE or FALSE next to the statements listed below. If any are FALSE, YOU ARE NOT ELIGIBLE for the Driving Safety Course.

- ____ I hereby Plea No Contest
- ____ I have NOT taken a driving safety course in lieu of fine within the 12 months preceding the date of the offense
- ____ I am NOT in the process of taking a driving safety course to dismiss another offense
- ____ I do NOT possess a Commercial Driver's License (CDL)
- ____ I did NOT receive a citation in a Construction Zone with Worker's Present
- ____ I did NOT receive a citation for Passing a School Bus
- ____ I did NOT receive a citation for Speeding 25 MPH or more over the posted speed limit
- ____ I have enclosed Proof of Valid TEXAS Driver's License or Permit. Copy Only. No Original.
- ____ I have enclosed Proof of Financial Responsibility (Insurance). Copy Only. No Original.
- ____ I have enclosed a Money Order or Cashier's Check payable to City of Garrison Municipal Court in the amount of \$110.00 NON-REFUNDABLE fee in lieu of the fine.
- ____ I have enclosed a Self-Addressed, Stamped Envelope in which the court will use to mail me an application for My Driving Record which I will send to Austin with the proper fees as required by law.
- ____ I understand I am responsible for Completing a STATE Approved Driving Safety Course before the expiration of the 90 day extension. I am also responsible for mailing the Court Copy of the Completion Certificate (Signed) along with the driving record that I received from Austin.
- ____ I understand this form must be Completed, Notarized, and submitted along with the required documents listed below, **on or before** my Appearance Date.

PLEASE PRINT OR TYPE:

NAME (AS IT APPEARS ON LICENSE): _____
DRIVER'S LICENSE #: _____ STATE LICENSED: _____
CITATION #: _____ DATE OF CITATION _____ APPEARANCE DATE _____
CURRENT MAILING ADDRESS: _____

SIGNATURE: _____ DATE: _____

Before me, the undersigned notary public, this day, personally, appeared _____ to me known, who being duly sworn according to law, deposes the following:

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

CHECKLIST:

- 1) REQUEST FORM FOR DRIVING SAFETY COURSE
- 2) MONEY ORDER OR CASHIER'S CHECK FOR \$110.00
- 3) COPY OF FINANCIAL RESPOSIBLTY (INSURANCE)
- 4) COPY OF TEXAS VALID DRIVER'S LICENSE OR PERMIT
- 5) SELF-ADDRESSED, STAMPED ENVELOPE
- 6) COPY OF MOTOR VEHICLE (DRIVING) RECORD