



**Log Cabin  
Municipal Court**

14387 Alamo Road  
Log Cabin, TX 75148  
(903) 489-4204

**Hours: Mon – Thurs 8 to 5  
Closed for Lunch 12 to 1**

[logcabin.texas.gov](http://logcabin.texas.gov)

email: court@logcabin.texas.gov  
Judge Donna Mathis

**Do Not Lose This or Your Citation**

Please read carefully before calling the Court

**THE JUDGE CANNOT DISCUSS THE MERITS  
OF A PENDING JUDICIAL PROCEEDING PRIOR  
TO TRIAL**

(Canon 3 (5) Code of Judicial Conduct)

**A Telephone Call is not Accepted as an Appearance  
Before the Court.**

**You must contact the Court for Fine Amounts**

If you do not make disposition on your citation by one of the options given in this publication, you must appear in person or by Counsel on or before the date and time on your citation. Failure to Appear will result in an additional charge of Violation of Promise to Appear with a fine not to exceed \$500 and additional state fees. A juvenile who fails to appear with legal guardian by the time and date on citation may have their license suspended as required by law.

Make cashier check or money order payable to Log Cabin Municipal Court. Pay Credit Card on line at [www.texasonlinerecords.com](http://www.texasonlinerecords.com): VISA, DISCOVER OR MASTER CARD.

If you are unable to pay the full amount of payment that is acceptable to the court, please contact the court regarding the alternatives to full payment that are available to resolve the case.

This letter is a courtesy to assist you in disposing of the charges filed against you and fines may be changed at the discretion of the Court.

# Appearance and Plea

**Appearing before the Judge and requesting a payment plan, you MUST pay the court cost up front and a 30 day payment plan will be issued on the remaining balance.**

You must Appear:

**In Person** on or before the appearance date and time given on your citation, or

**By Mail**, enter your appearance by completing the plea form and returning it to the Court. When entering a plea of NO CONTEST or GUILTY and paying your citation by mail, send your citation with the completed form and the correct fine amount. This must be postmarked on or before the appearance date shown on your citation.

*If you plea NOT GUILTY, a trial date will be set and you will be notified accordingly. **It is your responsibility to notify the court of any change of address.***

*Person under 17 YOA:*

Must appear with parent or legal guardian or proof of marriage.

Must appear before the Judge, **no pleas by mail**

*Persons under 21 YOA (Alcohol Related Offenses):*

Must appear before the Judge, **no pleas by mail.**

Must appear with parent or legal guardian if under 18 YOA.

*Persons charged with Tobacco Offenses Under 18:*

Must appear in person before the Judge.

# PLEA FORM

- **Not Guilty:** means that you deny guilt and requires the State to prove the charge. A plea of not guilty does not waive any of your rights. A plea of not guilty does not prevent a plea of guilty or no contest at a later date.
- **Guilty:** means you admit that you committed the criminal offense charged.
- **Nolo Contendere (No Contest):** means that you do not contest the State’s charge against you. The difference between a plea of guilty and no contest is that a nolo contendere plea may not be later used against you in civil suit for damages.

I hereby enter a plea of GUILTY\_\_\_\_\_

I hereby enter a plea of NO CONTEST\_\_\_\_\_

(and by signing of this plea form waive my right to a jury trial.)

I hereby enter a plea of NOT GUILTY, and request

JURY TRIAL\_\_\_\_\_ NON-JURY TRIAL\_\_\_\_\_

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Date*

\$ \_\_\_\_\_  
*Amount Enclosed*

Sworn and subscribed before me, the undersigned authority on this the \_\_\_\_\_day of \_\_\_\_\_of, 20\_\_

\_\_\_\_\_  
Notary Public in and for the State of Texas

