

# COLUMBUS MUNICIPAL COURT

P.O. BOX 705  
605 Spring Street  
COLUMBUS, TEXAS 78934  
979-732-3981

[www.columbustexas.net](http://www.columbustexas.net)

Monday - Friday 8:00 a.m. - 4:30 p.m.

## READ ALL OF THE FOLLOWING BEFORE CALLING THE COURT

**PLEASE NOTE: The Judge cannot discuss the merits of a pending judicial proceeding prior to trial (Canon 3(5). Code of Judicial Conduct).** This letter is furnished as a courtesy to you by the Columbus Municipal Court to assist you in making disposition of the charge(s) against you. You will receive no further contact from the court unless you fail in your responsibility to take care of your citation. Please choose the appropriate option:

### \*\*\*\*\*OPTION 1-Pay Your Ticket\*\*\*\*\*

Determine your fine by the schedule below. Call phone number above if your violation is not listed below.  
Circle GUILTY or NO CONTEST on the REPLY FORM (other side-Section A, Check Box 1). Send (mail):

- Complete REPLY FORM-Section A
- And payment by **Cashier's Check or Money Order (NO PERSONAL CHECKS ACCEPTED)** to the court above, postmarked by the appearance date noted on your ticket.
- Or pay online at [www.columbustexas.net](http://www.columbustexas.net) (No partial payments)

### \*\*\*\*\*OPTION 2-Take Driving Safety Course\*\*\*\*\*

To be eligible you MUST do ALL of the following:

1. Complete the REPLY FORM (other side-Section A, Check Box 2)
2. Complete the REQUEST FORM FOR DRIVING SAFETY COURSE and have **NOTARIZED** (other side Section B)
3. **Mail REPLY FORM, Notarized REQUEST FORM (Section A and Section B), and Cashier's Check or Money Order for \$129.10** (\$154.10 if violation occurred within a school zone), **postmarked by your appearance date on your citation**, to the court above.
4. REQUEST a 3A Certified Copy of your driving record from DPS by applying online at <http://dps.texas.gov/DriverLicense/driverrecords.htm>.
5. Photocopy of your current auto liability policy and photocopy of valid Texas Driver License.
6. Make sure ALL information is typed or legibly printed. Re-check envelope to make sure all items are enclosed.

### \*\*\*\*\*OPTION 3-Apply for Deferred Disposition\*\*\*\*\*

You must send:

1. Complete REPLY FORM (other side-Section A, Check Box 3)
2. Complete the REQUEST FORM (other side-Section C)
3. **Mail REPLY FORM (Section A), REQUEST FORM (Section C), postmarked by your appearance date on your citation**, to the court above.
4. REQUEST a 3A Certified Copy of your driving record from DPS by applying online at <http://dps.texas.gov/DriverLicense/driverrecords.htm>.
5. If the court grants deferred disposition, you will be placed on probation for up to 180 days. If you successfully complete the probation period, the charge will be dismissed. If the court denies your request, you will be allowed to withdraw your plea or pay the fine.
6. And payment by **Cashier's Check or Money Order (NO PERSONAL CHECKS ACCEPTED)** to the court above
7. Photocopy of your current auto liability policy and photocopy of valid Driver License.
8. Make sure ALL information is typed or legibly printed. Re-check envelope to make sure all items are enclosed.

### \*\*\*\*\*OPTION 4-Ask for Trial\*\*\*\*\*

You must send:

1. Complete REPLY FORM (other side-Section A, Check Box 4), noting NOT GUILTY plea and **desired Judge or Jury Trial.**
2. Copy of Driver's License

You will be notified by mail of trial date-you MUST notify court if your address changes.

### \*\*\*\*\*OPTION 5-Do Nothing\*\*\*\*\*

**A phone call is NOT an appearance; you MUST enter a plea in person or in writing!**

After your appearance date passes and you have failed to appear (enter a plea) in court:

- You may be charged an additional violation of Violate Promise to Appear or Failure to Appear.
- **Warrants** will be issued for your arrest, plus an additional \$50.00 warrant fee for each warrant.
- **The renewal of your Driver's License may be Denied and turned over to collection agency. Additional fees will be applied.**

### SCHEDULE OF ACCEPTABLE FINES (EFFECTIVE SEPTEMBER 1, 2019)

**Contact Court If Violation Is Not Listed, Occurred In A School Zone or In A Construction Zone with Workers Present**

#### Traffic Violations (Fees Included)

1. Speeding:
  - 1 to 5 MPH over Speed Limit \$165.00
  - 6 to 10 MPH over Speed Limit \$175.00
  - 11 to 15 MPH over Speed Limit \$195.00
  - 16 to 20 MPH over Speed Limit \$245.00
  - 21 to 24 MPH over Speed Limit \$285.00
  - 25 MPH over speed limit \$319.10
2. Expired Driver's License/D.L. violation \$150.00
3. No Driver's License \$264.00
4. Expired Registration \$130.00
5. No Liability Insurance \$300.00
6. Disregard Traffic Control Device (Stop Sign, Traffic Light, Etc) \$200.00
7. Violate Promise Appear \$300.00
8. Driving While License Invalid \$300.00

#### ALTERNATIVES TO PAYMENT OF FINES

If you are unable to pay the fine and fees, there are alternatives to the full payment of any fine or fees owed and we will discuss this with you at court. Should you not appear at our court, you could be arrested for failure to appear.

# REPLY FORM

Mail this form, with other items requested, to the Municipal Court shown at the top of the opposite page.

## Section A

Name (Print or type as it appears on your Driver's License) \_\_\_\_\_ Driver's License Number \_\_\_\_\_ Telephone Number (Daytime) \_\_\_\_\_

Current Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Citation No. \_\_\_\_\_ Date of Citation \_\_\_\_\_ Date cited to appear on or before \_\_\_\_\_

Alleged Violation #1 Description (Speeding, Ran Stop Sign, etc) (entered plea below) \_\_\_\_\_ Alleged Violation #2 Description (Speeding, Ran Stop Sign, etc) (entered plea below) \_\_\_\_\_

**CHECK ONE AND CIRCLE: (Under 17 years of age must appear with a parent)**

- 1 I hereby enter plea of (**circle one**) GUILTY / NO CONTEST to violation #\_\_\_\_, (and violation #\_\_\_\_) and waive appearance for trial. A Cashier's Check or Money Order in the total amount of the fine(s) is enclosed.
- 2 I hereby enter a plea of (**circle one**) GUILTY / NO CONTEST to violation #\_\_\_\_, waive appearance for trial, and request that the Court grant me a Driving Safety Course (DSC). I have completely filled out the DSC request below.
- 3 I hereby enter a plea (**circle one**) GUILTY / NO CONTEST to violation #\_\_\_\_, (and violation #\_\_\_\_) and request that the Court grant me Deferred Disposition. I have completely filled out Section C below.
- 4 I hereby enter a plea of NOT GUILTY to alleged violation #\_\_\_\_, (and violation #\_\_\_\_) and request the court advise me of my trial date.

**CHECK ONE:**

- I request a Jury Trial  
 I waive my right to Jury Trial and request a trial before the court (Trial before a Judge).

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## SECTION B

### AFFIDAVIT FOR DRIVING SAFETY COURSE

**This is your Court Approval to take the Driver Safety Course.  
FAILURE TO REMIT THIS FORM ON OR BEFORE YOUR APPEARANCE DATE WILL RESULT IN INELIGIBILITY FOR THE COURSE.  
If you comply with all of the requirements below, you are APPROVED for the Driver Safety Course and will NOT receive any further correspondence from the Municipal Court.**

Please indicate (T) True or (F) False next to the statements listed below. **If any are False, you are NOT eligible for the Driving Safety Course.**

- I have completely filled out (checked the box requesting D.S.C.) and enclosed the REPLY FORM (Section A, Box 2)
- I do NOT possess a Commercial Driver's License. (If you possess a CDL you are not eligible to take DSC.)
- I possess a valid TEXAS driver's license or permit.
- I have NOT taken driving safety course in lieu of paying a fine during the past 12 months.
- I am NOT in the process of taking a driving safety course to dismiss another offense.
- This violation did NOT occur in a construction zone while workers were present.
- I understand I CANNOT take the driving safety course in lieu of paying the fine if I am accused of speeding 95 miles per hour or more, or speeding 25 MPH or more over the posted speed limit.
- I understand that this form Must be **NOTARIZED**.
- I understand that I am responsible for completing a D.P.S./T.E.A. approved Driving Safety Course within 90 days from the date this form is notarized.
- I understand that I must remit the proper DSC completion certificate to the Court before the expiration of 120 days from the notarized date.
- I **enclose** my 3A certified copy of your driving record from D.P.S by applying online at <http://dps.texas.gov/DriverLicense/driverrecords.htm>
- I **enclose** proof of Financial Responsibility (insurance) and valid Texas driver's license. (A photocopy is acceptable—NO ORIGINALS PLEASE)
- I **enclose** a money order or cashier's check (**NO PERSONAL CHECKS**) made payable to the Columbus Municipal Court in the amount of **\$129.10** (\$154.10 if violation occurred within school zone).

Under penalty of Perjury, I swear or affirm that the above is true and correct. \_\_\_\_\_

**SIGNATURE**

SWORN TO AND SUBSCRIBED BEFORE ME this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Seal)

\_\_\_\_\_  
**NOTARY PUBLIC**

## Section C

### REQUEST FOR DEFERRED DISPOSITION

To apply to the Court for deferred adjudication complete the following:

- Plead guilty or no contest on Section A, Check Box 3
- I do NOT possess a Commercial Driver's License (If you possess a CDL you are not eligible to take Deferred Disposition regardless of the vehicle operated.)
- If you are 25 years or under, by law you are required to take and complete a D.P.S./T.E.A. approved Driving Safety Course.
- I **enclose** proof of Financial Responsibility (insurance) and valid driver's license. (A photocopy is acceptable—NO ORIGINALS PLEASE)
- I **enclose** my 3A certified copy of your driving record from D.P.S by applying online at <http://dps.texas.gov/DriverLicense/driverrecords.htm>.
- I **enclose** a money order or cashier's check (**NO PERSONAL CHECKS**) made payable to the Columbus Municipal Court in the amount of the fine.
- Send this form to the Court prior to your court date.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_