

COLUMBUS MUNICIPAL COURT

P.O. BOX 705
COLUMBUS, TEXAS 78934
979-732-3981
Mon.- Fri. 8:00am-4:30pm

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.

Circle GUILTY or NO CONTEST on the REPLY FORM (other side — **Section A, Check Box 1**). Send  (mail):

- completed 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.

*******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**), Proof of Insurance, and Cashier's Check or Money Order for \$109.10 (\$134.10 if violation occurred within a school zone), postmarked by your appearance date, to the court circled above.
4.  Mail REQUEST FOR CERTIFIED COPY OF DRIVING RECORD to DPS along with \$10.00 fee.
5. 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**).
2. Complete the REQUEST FORM (other side - **Section C**).
3. Mail REPLY FORM (**Section A**), REQUEST FORM (**Section C**), and proof of insurance, postmarked by your appearance date, to the court above.
4. Mail REQUEST FOR DRIVING RECORD to DPS along with \$10.00 fee. If the court grants deferred disposition, you will be placed on probation for up to 90 days, and assessed a special fee. 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.
5. And payment by Cashier's Check or Money Order (NO PERSONAL CHECKS ACCEPTED) to the court above.

*******OPTION 4 - Ask for Trial*******

You must send: 

- Complete REPLY FORM (other side — **Section A**), noting NOT GUILTY plea and desired Judge or Jury trial
- 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 - Fine \$297.00
- 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.

SCHEDULE OF ACCEPTABLE FINES (EFFECTIVE January 1, 2014)

No one connected with the Municipal Court receives any part of the fine. All fine money is deposited with the City Treasury except for the Court Costs. The Court Costs are mandated by the State Legislature and are sent to the State. These Court Costs represent a substantial part of the fine. (Example-\$135.00 Speeding fine includes \$99.10 State Court Costs).

TRAFFIC VIOLATIONS

1. SPEEDING:	6. Expired Inspection	\$125.00
1 to 5 MPH over speed limit	7. Seat Belt Violations (non-child)	\$125.00
6 to 10 MPH over speed limit	8. Unrestrained Child (First Offense)	\$115.00
11 to 15 MPH over speed limit	9. Passing in No Passing Zone.....	\$298.00
16 to 20 MPH over speed limit	10. Wrong Side of Road / Wrong Way	\$275.00
21 to 25 MPH over speed limit	11. No Liability Insurance (First Offense)	\$300.00
25 MPH over speed limit	12. Disregard Traffic Control Device (Stop Sign, Traffic Light, etc.).....	\$200.00
2. Expired Driver's License / D.L. violation	13. Violate Promise to Appear	\$297.00
3. No Driver's License	14. Driving While License Invalid (First Offense)	\$298.00
4. No Commercial Driver's License		
5. Expired Registration.....		

ANY CITATION OCCURRING

**IN A SCHOOL ZONE or IN A CONSTRUCTION ZONE w/workers present or ANY CITATION DUE TO AN ACCIDENT
MUST CONTACT THE COURT**

A

REPLY FORM

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

NAME (Print or type as it appears on your Driver's License)

Driver's License Number

Current Mailing Address

City, State, Zip

Telephone Number (Daytime)

Citation No.

Date of Citation

Date cited to appear on or before

Alleged Violation #1 (plea entered below)

Alleged Violation #2 (plea entered below)

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

- 1 I hereby enter a 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 of **(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 alleged violation # ____) and request the court advise me of my trial date.

CHECK ONE:

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

SIGNATURE _____

DATE _____

B

REQUEST FORM FOR DRIVING SAFETY COURSE (mail to COURT if requesting DSC)

(FAILURE TO REMIT THIS FORM ON OR BEFORE YOUR APPEARANCE DATE WILL RESULT IN INELIGIBILITY FOR THE COURSE.)

Please indicate True or False next to the statements listed. **If ANY are False, you are NOT eligible for the Driving Safety Course and you must refer to the above form.**

- I have completely filled out (checked the box requesting D.S.C.) and enclosed the REPLY FORM (Section A, Box 2).
- I possess a valid TEXAS driver's license or permit.
- I have NOT taken a driving safety course in lieu of paying a fine during the past year.
- 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 25 MPH or more over the posted speed limit, or 15 MPH over the posted speed limit in a commercial motor vehicle when a commercial drivers license was required.
- I enclose proof of Financial Responsibility (insurance). (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 \$109.10 (\$134.10 if violation occurred within school zone).
- I understand that this form Must be NOTARIZED.
- I understand that I am responsible for completing a D.P.S. 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 have completed and mailed the form requesting my driving record to D.P.S. in Austin with \$10.00.
- I do NOT possess a Commercial Driver's License. (If you possess a CDL you are not eligible to take DSC.)

IF YOU HAVE COMPLIED WITH THE ABOVE REQUIREMENTS, YOU ARE ELIGIBLE FOR THE DRIVERS SAFETY COURSE AND WILL NOT RECEIVE ANY FURTHER CORRESPONDENCE FROM THE COURT.

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 _____

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 Driver's Safety Course.
- Provide proof of current liability insurance
- Complete a request for your driving record and mail to DPS
- 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.

I hereby request deferred adjudication for charge(s) _____, as listed in Section A above.

SIGNATURE _____

DATE _____

APPLICATION FOR COPY OF DRIVER RECORD

Mail to: Driver Records Bureau, Texas Department of Public Safety, Box 149246, Austin, Texas 78714-9246

MAKE CASHIER'S CHECK or MONEY ORDER PAYABLE TO: TEXAS DEPARTMENT OF PUBLIC SAFETY

Any questions regarding the information on this form should be directed to Customer Service at 512/424-2600. Allow 2-3 weeks for delivery.

CHECK TYPE OF RECORD DESIRED

FEE

1. Name - DOB - License Status - Latest Address. \$ 4.00
2. Name - DOB - License Status - List of Accidents/Moving Violations in Record within Immediate Past 3 Year Period. \$ 6.00
- 2A. CERTIFIED version of #2. This Record Is Not Acceptable for DDC Course. \$ 10.00
3. Name - DOB - License Status - List of ALL Accidents and Violations in Record. **Furnished to Licensee ONLY.** \$ 7.00
- 3A. CERTIFIED version of #3. **Furnished to Licensee ONLY and is Acceptable for DDC Course** \$ 10.00
- Other: (Original Application, DWLS, etc.) _____ (If Required) \$ _____

MAIL DRIVER RECORD TO:

(PLEASE TYPE OR PRINT)

Address **P. O. Box 705**

City, State, Zip Code **Columbus, TX 78934** Telephone # **979-732-3981**

If requesting on behalf of a business, organization, or other entity, please include the following:

Name of business, organization, entity, etc. **COLUMBUS MUNICIPAL COURT**

Your Title or Affiliation with above **MUNICIPAL COURT CLERK**

Type of business, organization, etc. **MUNICIPAL COURT**
(i.e. Insurance provider, towing company, private investigation firm, etc.)

INFORMATION REQUESTED ON:

Texas Driver License # _____ Date of Birth (Month/Day/Year) _____

Last Name _____ First Name _____ Middle/Maiden _____

INDIVIDUAL'S WRITTEN CONSENT FOR ONE TIME RELEASE TO ABOVE REQUESTOR

(Requestor, if you do not meet one of the exceptions listed on the back of this form, please be advised that without the written consent of the driver licence/ID card holder, the record you receive will not include personal information.)

I, _____, hereby certify that I grant access on this one occasion to my Driver License/ID Card record, inclusive of the personal information (name, address, driver identification number, etc.), to **Columbus Municipal Court**.

Signature of License/ID Card Holder or Parent/Legal Guardian

Date

State and federal law requires requestors to agree to the following:

In requesting and using this information, I acknowledge that this disclosure is subject to the federal Driver's Privacy Protection Act (18 U.S.C. Sect. 2721 et seq.) and Texas Transportation Code Chapter 730. False statements or representations to obtain personal information pertaining to any individual from the DPS could result in the denial to release any driver record information to myself and the entity for which I made the request. Further, I understand that if I receive personal information as a result of this request, it may only be used for the stated purpose and I may only resell or redisclose the information pursuant to Texas Transportation Code §730.013. Violations of that section may result in a criminal charge with the possibility of a \$25,000 fine.

I certify that I have read and agree with the above conditions and that the information provided by me in this request is true and correct. If I am requesting this driver record on behalf of an entity, I also certify that I am authorized by that entity to make this request on their behalf. I also acknowledge that failure to abide by the provisions of this agreement and any state and federal privacy law can subject me to both criminal and civil penalties.

Signature of Requestor

Date

If you are not requesting a copy of your own record or do not have the written consent of DL/ID holder, you must provide the information requested on the reverse.

The Texas Department of Public Safety may disclose personal information to a requestor without written consent of the DL/ID holder, on proof of their identity and a certification by the requestor that the use of the personal information is authorized under state and federal law and that the information will be used only for the purpose stated and in complete compliance with state and federal law.

You must meet one or more of the following exceptions if you do not have written consent of the DL/ID holder to be entitled to receive personal information on the above named individual. Please initial each category that applies to the requested driver record.

- _____ 1. For use in connection with any matter of (a) motor vehicle or motor vehicle operator safety; (b) motor vehicle theft; (c) motor vehicle emissions; (d) motor vehicle product alterations, recalls, or advisories; (e) performance monitoring of motor vehicles or motor vehicle dealers by a motor vehicle manufacturer; or (f) removal of nonowner records from the original owner records of a motor vehicle manufacturer to carry out the purposes of the Automobile Information Disclosure Act, the Anti Car Theft Act of 1992, the Clean Air Act, and any other statute or regulation enacted or adopted under or in relation to a law included in the above.
- _____ 2. For use by a government agency in carrying out its functions or a private entity acting on behalf of a government agency in carrying out its functions.
- _____ 3. For use in connection with a matter of (a) motor vehicle or motor vehicle operator safety; (b) motor vehicle theft; (c) motor vehicle product alterations, recalls, or advisories; (d) performance monitoring of motor vehicles, motor vehicle parts, or motor vehicle dealers; (e) motor vehicle market research activities, including survey research; or (f) removal of nonowner records from the original owner records of motor vehicle manufacturers.
- _____ 4. For use in the normal course of business by a legitimate business or an authorized agent of the business, but only to verify the accuracy of personal information submitted by the individual to the business or the authorized agent of the business and to obtain correct information if the submitted information is incorrect to prevent fraud by pursuing a legal remedy against, or recovering on a debt or security interest against the individual.
- _____ 5. For use in conjunction with a civil, criminal, administrative, or arbitral proceeding in any court or government agency or before any self regulatory body, including service of process, investigation in anticipation of litigation, execution or enforcement of a judgment or order, or under an order of any court.
- _____ 6. For use in research or in producing statistical reports, but only if the personal information is not published, redisclosed, or used to contact any individual.
- _____ 7. For use by an insurer or insurance support organization, or by a self insured entity, or an authorized agent of the entity, in connection with claims investigation activities, antifraud activities, rating or underwriting.
- _____ 8. For use in providing notice to an owner of a towed or impounded vehicle.
- _____ 9. For use by a licensed private investigator agency or licensed security service for a purpose permitted as stated on this page.
- _____ 10. For use by an employer or an authorized agent or insurer of the employer to obtain or verify information relating to a holder of a commercial driver license that is required under 49 U.S.C. Chapter 313.
- _____ 11. For use in connection with the operation of a private toll transportation facility.
- _____ 12. For use by a consumer-reporting agency as defined by the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.) for a purpose permitted under the Act.
- _____ 13. For any other purpose specifically authorized by law that relates to the operation of a motor vehicle or to public safety.
Please state specific statutory authority _____
- _____ 14. For use in the preventing, detecting, or protecting against identity theft or other acts of fraud. The Department prior to release of personal information may require additional information.