

COLUMBUS MUNICIPAL COURT

P.O. BOX 705
605 Spring Street
COLUMBUS, TEXAS 78934
979-732-3981
www.columbus-texas.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.columbus-texas.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 \$109.10** (\$134.10 if violation occurred within a school zone), postmarked by your appearance date on your citation.
4. REQUEST a 3A Certified Copy of your driving record from DPS by applying online at <http://dps.texas.gov/DriverLicense/driverrecords.htm>.
5. Photo copy 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, 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. Photo copy of your current auto liability policy and photocopy of valid Texas 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 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 JANUARY 1, 2014)

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

Traffic Violations (Court Costs Included)

1. Speeding:	
1 to 5 MPH over Speed Limited	\$135.00
6 to 10 MPH over Speed Limited	\$150.00
11 to 15 MPH over Speed Limited	\$170.00
16 to 20 MPH over Speed Limited	\$210.00
21 to 25 MPH over Speed Limited	\$260.00
25 MPH over speed limit	\$299.10
2. Expired Driver's License/D.L. violation	\$130.00
3. No Driver's License	\$264.00
4. Expired Registration	\$125.00
5. No Liability Insurance	\$300.00
6. Disregard Traffic Control Device (Stop Sign, Traffic Light, Etc)	\$200.00
7. Violate Promise Appear	\$297.00
8. Driving While License Invalid	\$298.00

ALTERNATIVES TO PAYMENT OF FINES

If you are unable to pay the fine and costs, there are alternatives to the full payment of any fine or costs 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 Description #1 (entered plea below) _____ Alleged Violation Description # (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 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 95 miles per hour or more, or speeding 25 MPH or more over the posted speed limit.
- 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./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 have completed and mailed the form requesting my driving record to D.P.S. in Austin with \$10.00.

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 Driver's Safety Course.
- Provide proof of current liability insurance and copy of driver's license.
- 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.

SIGNATURE: _____ DATE: _____

TEXAS DPS

APPLICATION FOR COPY OF DRIVER RECORD



MAIL TO: Texas Department of Public Safety, Box 149008, Austin, TX 78714-9008

DO NOT MAIL CASH. Mail check or money order payable to: Texas Department of Public Safety

Any questions regarding the information on this form should be directed to the Contact Center 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 – 3 Year Record only lists Crashes/Moving Violations. \$ 6.00
- 2A. CERTIFIED version of #2. This Record is Not acceptable for a Defensive Driving Course (DDC). \$ 10.00
- 3. Name – DOB – License Status – Record of ALL Crashes/Violations. **Furnished to Licensee Only.** \$ 7.00
- 3A. CERTIFIED version of #3. **Furnished to Licensee Only and is Acceptable for DDC.** \$ 10.00
- 4. Abstract Record – Certified abstract of completed driver record. \$ 20.00
- Other: (Original Application, DWLI, etc.) _____ \$ _____ (If Required)

Mail Driver Record To: (Please Print or Type)

Requestor's Last Name _____ Requestor's First Name _____

Street Address _____ Texas Driver License Number _____

City _____ State _____ Zip Code _____ Daytime Telephone Number (include area code) _____

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

Name of business, organization, entity, etc. _____

Your Title or Affiliation with above _____

Type of business, organization, etc. (i.e., insurance provider, towing company, private investigation, firm, etc.) _____

Information Requested On:

Texas Driver License Number _____ Date of Birth _____ Suffix (SR., JR., etc.) _____

Last Name _____

First Name _____

Middle Name/Maiden Name _____

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 license/ID card holder, the record you receive will not include personal information.)

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

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. Section 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.

Important Instructions – Read Carefully

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. *(Valid for Certified Abstract)* 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. *(Valid for Certified Abstract)* 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 judgement 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. *(Valid for Certified Abstract)* 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 operating 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.

Below is an example of how numbers and letters should be written on front of this form:



1 2 3 4 5 6 7 8 9 0

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z