



**STOP! PLEASE read this form entirely BEFORE you send it in. FAILURE to follow ALL INSTRUCTIONS could result in your request for Deferred Disposition or Drivers Safety Course being denied.**

Credit/Debit card payments can now be made at [www.texasonlinerecords.com](http://www.texasonlinerecords.com)  
**There is a 5 % service fee to use this option.**

Cashiers Check or Money Order payments should be made Payable to Coffee City Municipal Court.

**DO NOT BRING CASH**

This letter is furnished as a courtesy to you by the Coffee City Municipal Court to assist you in making a disposition of the charge(s) against you. **Please note: THE JUDGE CANNOT** discuss the merits of pending judicial proceedings prior to trial. This means **the Judge cannot discuss your citation with you prior to trial.**

.....

**THIS COURT DOES NOT ACCEPT TELEPHONE CALLS AS AN APPEARANCE BEFORE THE COURT.** If you do not make a disposition on your citation by one of the options given on the courtesy letter, You Must Appear Before The Court In Person Or By Counsel On OR Before The Appearance Date Shown On Your Citation. Failure to Appear will result in an additional charge being filed against you for violating your promise to appear with a fine not to exceed \$500.00 and additional state fees will be incurred.

**[www.coffeecitytx.com](http://www.coffeecitytx.com) for Frequently Asked Questions**  
**This is NOT the Court email**

Coffee City Municipal Court  
7019 Pleasant Ridge Road  
Coffee City, TX 75763

Phone: (903) 876-3414

Fax: (903) 876-2433

**STOP! PLEASE READ!! Failure to follow directions may result in your request being denied.**

**Mail this form, copy of your driver's license, proof of insurance and a #10 self-addressed stamped envelope to the address on the back of this form.**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Home Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Employer: \_\_\_\_\_

**NO CASH OR PERSONAL CHECKS**

OFFENSE		AMOUNT
Speeding over the limit	1 - 5	\$165.00
	6 - 10	\$200.00
	11 - 15	\$215.00
	16 - 20	\$275.00
	21 - 24	\$299.00
	25 - over	Contact Court
No Driver's License		\$266.00
Expired Driver's License		\$209.10
Expired Registration		\$149.00
No Liability Insurance (1st Time)		\$400.00
No Liability Insurance (2nd Time)		\$610.00
Equipment Violations		\$166.00
Driving While License Invalid/Susp.		\$466.00
Fail to Yield to Emergency Vehicle		\$224.10
Disregard Stop Sign		\$184.00
Failure to Signal Intent		\$184.00
Driving Without License in Possession		\$149.10

**Plea of Not Guilty, Request for Trial**

I enter a plea of Not Guilty and

\_\_\_\_\_ Waive my right to a jury trial, requesting a bench trial.

\_\_\_\_\_ Request a jury trial.

I understand that the Court will notify me by mail of my trial setting.

Date: \_\_\_\_\_

Defendant's Signature

If you plead **not guilty**, you **MUST** include a copy of your driver's license and insurance, current mailing address and phone number. A trial date will be set and you will be notified by mail accordingly.

**Enter your Plea if Paying Citation**

I enter a plea of \_\_\_ **Guilty** \_\_\_ **NO Contest**, waive a jury trial, and enclose the scheduled fine amount

Date: \_\_\_\_\_  
Defendant's Signature

**Request for Driver Safety Course**

I plead no contest and waive a trial by Jury. I elect to take the Driving Safety Course. I **do not** have a CDL. I have **not** taken the course within the past 12 months. I have enclosed **ONLY** the **Admin Fees/Court Costs of \$109**, a **copy of my driver's license and proof of insurance**. **Do NOT take a course until you are approved by the Court!** You are only allowed to take a course once every 12 months. Obtain your driving record from [www.texas.gov](http://www.texas.gov). You will need record "3A", if you are not sure when you last took a course.

Date: \_\_\_\_\_  
Defendant's Signature

**Request for Deferred Disposition**

I plead no contest and waive a trial by Jury. I elect to do Deferred Disposition. I **do not** have a CDL. I have enclosed a copy of my driver's license, proof of insurance and fine amount **PLUS** the \$50 deferral fee. I understand the Court will defer imposition of the judgment for 90 days. I understand that I must return to the Court, **AFTER 90 days**, my deferral affidavit and copy of my driving record. **If you are under 25, you will be required to take a driver safety course as a condition of your deferral.**

Date: \_\_\_\_\_  
Defendant's Signature

**PERSONS UNDER 17 YEARS OF AGE:**

- ◆ **Must appear** with a parent or legal guardian or proof of marriage.
- ◆ **Must appear** before the judge, no pleas by mail.

**PERSONS UNDER 21 YEARS OF AGE (ALCOHOL RELATED OFFENSES):**

- ◆ **Must appear** before the Judge, no pleas by mail
- ◆ **Must appear** with a parent or legal guardian if under 18 years of age.

**I have an inability to pay and request a hearing to discuss what options may be available to me.**

Date: \_\_\_\_\_  
Defendant's Signature