

Brownsboro Municipal Court Courtesy Letter

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

(903)852-6761 / 11351 WILLOW STREET, BROWNSBORO, TX 75756 / MONDAY-FRIDAY: 8:00AM- 5:00 PM

Municipal Judge: Susan Carver citycourt@brownsboro.us | Police Chief: Ivan Medina Imedina@brownsboro.us

A PHONE CALL IS NOT ACCEPTED AS AN APPEARANCE BEFORE THE COURT.

**The Judge CANNOT discuss the merits of a pending judicial proceeding prior to court.
(Canon 3(5) Code of Judicial Conduct)**

Defendant Information

PLEA FORM (check one and sign)

Defendant Name: _____

* I hereby enter a plea of _____ GUILTY _____ NO CONTEST

(Home/Cell) No.: _____

and waive my right to a jury trial.

Mailing Address: _____

* I hereby enter a plea of _____ NOT GUILTY

and request a trial

Driver's License No.: _____

Signature: _____

Citation No.: _____

****Request community service _____**

****Request payment plan _____**
Call for additional information.

Request deferred disposition _____
Call for special expense fee.

Request defensive driving _____
See instructions below on how to request defensive driving.

ATTENTION: Persons with commercial driver's license (CDL) are not eligible for deferred disposition or defensive driving.

***PAYMENTS FOR DEFENSIVE DRIVING AND DEFERRED DISPOSITION MUST BE MAILED (include a self-addressed, stamped envelope) OR PAID IN PERSON.**

****Request for community service and a payment plan will result as a conviction on your driving record.**

DO NOT TAKE DEFENSIVE DRIVING COURSE UNTIL APPROVED BY COURT

(Get notarized and return to court if you intend to take defensive driving)

I am requesting a defensive driving course. I am competent to make this Affidavit and understand no one can do this Affidavit for me. I am not in the process of taking a driving safety course. **I have not completed a driving course that is not yet reflected in my driving record, and I have not completed a driving safety course in the last twelve months of the date of this citation.** I am enclosing the requested items and am sending by certified mail if not brought in person. My offense was NOT for: passing a school bus, going 25 or more over the posted speed limit, and I do NOT have a commercial driver's license. **I am enclosing: \$144.00 (\$169.00 if in school zone) cashier check or money order (DO NOT PAY ONLINE), a copy of my valid Texas Driver's License, a copy of liability insurance with my name listed as a driver, and a self-addressed, stamped envelope.**

Print Name

Signature

Subscribed and sworn to me on the _____ day of _____, 20____, to certify which witness my hand and official seal.

Print Notary

Notary Public in and for the State of Texas

Notary Seal

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Schedule of Fines

(With court costs included) ...contact the court for violations not listed

MPH OVER LIMIT				
Speeding over the limit	1 thru 5	\$193.00	No Driver's License	\$279.00
	6 thru 10	\$223.00	Driving While License Invalid	\$334.00
	11 thru 15	\$233.00	Expired Driver's License	\$179.00
	16 thru 20	\$263.00	Failure to Display DL	\$164.00
	21 thru 24	\$293.00	Expired Registration	\$131.00
	25 thru 28 Over	\$333.00	No Seat Belt (Driver)	\$180.00
29 MPH or Over Must contact the Court*				
Speeding in School Zone ABOVE FINE			Unrestrained Child (Under 15)	\$254.00
	+ \$4.00 per mile Over		Failure to Change Address on DL	\$164.00
Open Container MUST APPEAR			Fail to Maintain Financial Resp.	\$291.00
	Public Intoxication MUST APPEAR		Second Offense	\$599.00
			Using Wireless Device in School Zone	\$268.00
			Defective Equipment	\$178.00
			Ran Stop Sign	\$219.00
			Disregard Traffic Device	\$209.00
			Fail to Yield to Emergency Vehicle	\$334.00
			Fail to Stop for School Bus	\$459.00

PAYMENT OPTIONS:

You must appear on or before the appearance date and time shown on your citation by one of the options below: **A PHONE CALL IS NOT ACCEPTED AS AN APPEARANCE BEFORE THE COURT.**

***In person:** At 11351 WILLOW STREET, BROWNSBORO, TX 75756

***By mail:** Cashier Check or Money Order payable to: Brownsboro Municipal Court
P.O. Box 303, Brownsboro, TX 75756

**** PERSONAL CHECKS ARE NOT ACCEPTED!!**

***Online:** www.paya.com/paygov or by phone at 1-800-444-1187 (Will need citation number and amount due)
Do NOT pay online if you intended to request Defensive Driving or Deferred Disposition!

*COMMUNITY SERVICE:

IF YOU WISH TO PERFORM COMMUNITY SERVICE FOR SATISFACTION OF YOUR FINE, YOU MAY SEND A WRITTEN REQUEST ON OR BEFORE YOUR COURT DATE, WITH A SELF-ADDRESSED, STAMPED ENVELOPE. STATE LAW ALLOWS \$100 CREDIT FOR EACH 8 HOURS OF COMMUNITY SERVICE.

ALL PERSONS UNDER 17 must appear **in person** before the judge with a parent or legal guardian or proof of marriage. NO PLEAS ACCEPTED BY MAIL.

PERSONS UNDER 18 CHARGED WITH TOBACCO OFFENSES must appear **in person** before the judge.

PERSONS UNDER 21 CHARGED WITH ALCOHOL-RELATED OFFENSES must appear **in person** before the judge with a parent or legal guardian.

****FAILURE TO CONTACT OR APPEAR ON OR BEFORE COURT DATE WILL RESULT IN A FAILURE TO APPEAR CITATION AND/OR A WARRANT BEING ISSUED FOR YOU.**