



Read This Instruction Sheet

NO CASH OR NO CHECKS ACCEPTED

**Send MONEY ORDERS or CASHIERS CHECKS ONLY
MUST BE PAYABLE TO THE MARLIN MUNICIPAL COURT**

If citation was issued in a construction zone with workers present, your fine is double and, by law, you are not eligible for a driver's safety course.

VISA, MASTERCARD, AND DISCOVER ACCEPTED ON-LINE AND IN-PERSON ONLY.

HOURS:
M,TU,TH,F 8a-5p
Closed 12p-1p for lunch
Closed on **Wednesdays**

SCHEDULE OF ACCEPTABLE FINES

TRAFFIC VIOLATIONS

SPEEDING/VIOLATIONS

FINE AMOUNT

1-5mph over limit.....	\$155.00
6-10mph over limit.....	\$180.00
11-15mph over limit.....	\$205.00
16-20mph over limit.....	\$230.00
21-24mph over limit.....	\$255.00
25-29mph over limit.....	\$280.00
30 mph & over limit.....	Contact Court
Speeding in School Zone	above plus \$25
No Liability Insurance (1 st Offense).....	\$332.00
Driving while license invalid.....	\$505.00
Seat Belt Driver/Passenger.....	\$195.00
Seat Belt Unrestrained Child	Contact Court
DOC Violations (Fighting, etc.).....	\$298.00
Possession of Drug Paraphernalia	\$331.00
Expired Registration	\$235.00
Expired Inspection	\$202.00
Running Stop Sign – Stop Light.....	\$ 266.00
No Drivers License.....	\$ 266.00
Violate Written Promise to Appear.....	Contact Court

This Letter is furnished as a courtesy to you by the Municipal Court of the City of Marlin, Texas to assist you in making disposition of the charge(s) filed against you. The Judge cannot discuss the merits of a pending proceeding prior to trial. (Canon3(5) Code of Criminal Conduct)

IMPORTANT:

SUBMIT TO THE COURT YOUR PLEA AND FINE BY YOUR APPOINTED COURT APPEARANCE DATE BY 9am.

If you have a commercial Drivers License, you are not qualified to take a Driver Safety Course nor are you eligible for Deferred Adjudication of a citation.

If you do not have a Commercial Drivers License, all request for Deferred Adjudication must be made in writing and submitted to the court before your assigned court appearance.

Deferred Adjudication available upon request, if qualified, for speeding charges up to 20mph . A \$50.00 increase in Fine/Special Expense Fee will be applied.

JUVENILES 16 & UNDER MUST APPEAR IN COURT WITH A PARENT OR GUARDIAN.

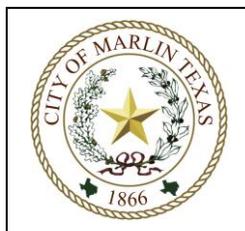
IF YOUR FINE IS NOT LISTED, YOU MUST CONTACT THE COURT

1. A TELEPHONE CALL DOES NOT CONSTITUTE AN APPEARANCE: An appearance in court is only by Certified Mail, In Person, or by Your Attorney. If you fail to respond to the charge(s) by the appearance date shown on the citation, an additional charge will be filed against you for violate promise to appear for \$325.00 and warrants issued for your arrest, and your drivers license may not be renewed. A juvenile who fails to appear by the time and date on a citation may have their license suspended as required by law (Article 67011-4, Vernon's Texas Civil Statutes). Warrants fees of \$50.00 will be assessed for executing and processing a warrant.
2. IF YOU WISH TO ENTER A PLEA OF GUILTY OR NOLO CONTENDERE, please so indicate in the proper space provided on the reply form on the reverse side. A plea of Nolo Contendere means that you do not contest the state's charge(s) against you. The fine for a Nolo Contendere plea is the same as that for a plea of Guilty. Either plea indicates that you agree to waive appearance before the Court for trial. **Make your remittance by Cashier's Check or Money Order payable to the Marlin Municipal Court indicated at the bottom of this letter. Return a copy of the citation and this letter with your remittance to assure proper credit.**
3. IF YOU WISH TO ENTER A PLEA OF NOT GUILTY and desire a trial, please so indicate on the reply form on the reserve side and mail your plea on or before your appearance date. You will be notified by the Court when you MUST appear for trial and any other required procedures. You are required to advise the Court of any address changes. You have a right to a trial by jury, if you so request.
4. DRIVING SAFETY COURSE INFORMATION: Under the laws of the State of Texas, you may be able to have this (one) charge be dismissed by taking a driving safety course if you are 17 years of age and older. **HOWEVER, YOU WILL LOSE THAT RIGHT IF YOU DO NOT PROVIDE WRITTEN NOTICE TO THE COURT OF YOUR DESIRE TO DO SO ON OR BEFORE YOUR APPEARANCE DATE (AS SHOWN ON YOUR CITATION).** You cannot have a speeding citation dismissed if it is a violation of 25mph or more above the posted limit, violation of driving 95 miles per hour or more, violation in a construction or maintenance zone when workers are present, violation of passing a school bus loading or unloading children, violation of leaving the scene of an accident after causing damage to a vehicle that is driven or attended, violation of leaving the scene of an accident and failing to give information and/or render aid, violation of committing a serious traffic violation, if you possess a Commercial Driver's License (CDL), if you have completed a course within 12 months immediately preceding the date of the citation, if you do not have a valid Texas driver's license or permit (unless you are active duty military), or if you do not have proof of financial responsibility as required by Section 601 of the transportation Code. If you wish to use this option to have this citation dismissed, read and complete the request form on the reverse side and return it to the Court with the required fee and proof of insurance on or before your appearance date. You will have 90 days from the date of request, to provide the Court with the required documentation showing successful completion of an approved Driving Safety Course (the signed COURT COPY of the certificate). **IF YOU MEET THE ELIGIBILITY REQUIREMENTS AS STATED ON THE DRIVING SAFETY COURSE REQUEST FORM ON THE REVERSE SIDE, THEN YOU ARE RESPONSIBLE FOR COMPLETING THE COURSE AND REMITTING THE SIGNED COURT COPY COMPLETION CERTIFICATE TO THE COURT. (FURTHER INSTRUCTION ON THE REVERSE SIDE).**

PAY ON-LINE AT WWW.MARLINTX.NET

PHYSICAL ADDRESS

Marlin Municipal Court
101 Fortune Street
Marlin Texas 76661
(254) 883-1458 ext. 244 Phone
(254) 883-2636 Fax



MAILING ADDRESS

Marlin Municipal Court
PO Box 980
Marlin Texas 76661
(254) 883-1458 ext. 244 Phone
(254) 883-2636 Fax

REPLY FORM

(Mail to the Municipal Court indicated on this form. Enclose a copy of the citation with you reply.
Enclose a self-addressed, stamped envelope if you need a receipt.)

NAME (Print or type as it appears on your driver's license)	Driver's License Number	
Current Mailing Address	City, State, Zip	Telephone Number
Citation Number	Date of Citation	Date Cited to Appear on or Before

CHECK ONE:

- _____ 1. I hereby enter a plea of **GUILTY** and waive appearance for trial. **CASHIER'S CHECK OR MONEY ORDER (NO CHECKS ACCEPTED)** in the amount of the fine(s) is enclosed. (Make your remittance Payable to the Marlin Municipal Court indicated on this form.)
- _____ 2. I hereby enter a plea of **NOLO CONTENDERE/NO CONTEST** and waive appearance for trial. **CASHIER'S CHECK OR MONEY ORDER (NO CHECKS ACCEPTED)** in the amount of the fine(s) is enclosed. (Make your remittance Payable to the Marlin Municipal Court indicated on this form.)
- _____ 3. I hereby enter a plea of **NOT GUILTY** and request a trial by **JURY**. I understand the Court will notify me by mail of my trial date. Advise the court of any changes in address.
- _____ 4. I hereby enter a plea of **NOT GUILTY** and waive my right to a jury trial and request a trial before the **JUDGE** (Bench Trial). I understand the Court will notify me by mail of my trial date. Advise the court of any changes in address.

NOTE: JUVENILES 16 & UNDER MUST APPEAR IN COURT WITH PARENT OR GUARDIAN.

Signature	Date:	Fine Amount
MAKE PAYABLE TO: MARLIN MUNICIPAL COURT PO BOX 980 MARLIN, TEXAS 76661		



DETACH HERE AND MAIL WITH FINE OR NOT GUILTY PLEA TO THE COURT INDICATED ON THIS FORM.

DETACH HERE, MAIL TO THE COURT INDICATED ON THIS FORM. THIS FORM IS DUE TO THE COURT PRIOR TO YOUR COURT APPEARANCE DATE.

REQUEST FORM FOR DRIVING SAFETY COURSE

(Failure to remit this form on or before your appearance date will result on ineligibility for the course).

Please indicate TRUE or FALSE next to the statement listed. If any are FALSE, you are NOT ELIGIBLE for the Driving Safety Course and you must refer to the above form.

- _____ I hereby plead NO CONTEST.
- _____ I have NOT taken a driving safety course in lieu of paying a fine during the past twelve (12) months.
- _____ I am NOT in the process of taking a driving safety course to dismiss another offense.
- _____ I am NOT eligible for a driving safety course if my citation was received for passing school bus.
- _____ I understand I CANNOT take the driving safety course for a seat belt violation.
- _____ I understand I CANNOT take the driving safety course if I possess a commercial driver's license.
- _____ I understand I CANNOT take the driving safety course if the citation was issued in a Construction Zone with workers.
- _____ 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.
- _____ I ENCLOSED proof of a valid TEXAS driver's license or permit OR proof of active duty military service if I possess a non-Texas Driver's license. (A photocopy is acceptable – NO ORIGINAL'S PLEASE)
- _____ I ENCLOSED proof of Financial responsibility (Insurance). (A photocopy is acceptable – NO ORIGINAL'S PLEASE)
- _____ I ENCLOSED a money order or cashier's check made payable to the Municipal Court in the amount of \$107.00 as required and indicated on the reverse side. (Instead of the fine listed.)
- _____ I ENCLOSED a self-addressed, stamped, business-size envelope.
- _____ I understand that I am responsible for completing a STATE approved Driving Safety Course and remitting the proper completion certification to the Court before the expiration of the 90 day extension.
- _____ I understand that I must provide a copy of my driving record as maintained by the Texas Department of Public Safety once I have completed the driving safety course.
- _____ I understand that this form must be NOTORIZED (if you are mailing the request to the Court).

IF YOU HAVE COMPLIED WITH THE ABOVE REQUIREMENTS, YOU ARE ELIGIBLE FOR THE COURSE AND ARE RESPONSIBLE FOR COMPLETING AN APPROVED COURSE AND REMITTING THE SIGNED COURT COPY OF THE COMPLETION CERTIFICATE TO THE COURT BEFORE THE EXPIRATION OF THE 90 DAY EXTENSION.

DEFENDANT SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME this the _____ day of _____, 20_____.

(Seal)

NOTARY PUBLIC SIGNATURE

NAME (Print or type as it appears on your driver's license)	Driver's License Number	
Current Mailing Address	City, State, Zip	Telephone Number
Citation Number	Date of Citation	Date Cited to Appear on or Before

- When requesting the Driving Safety Course, make sure you included the following items:
- 1. The COMPLETED, NOTORIZED request Form for Driving Safety Course as printed above;
 - 2. A cashier's check or money order in the amount of \$107.00;
 - 3. A copy of your financial responsibility (insurance).
 - 4. A copy of your valid Texas driver's license or permit; and
 - 5. A self-addressed, stamped business-size envelope.

**CREDIT CARD PAYMENTS ARE
NON-COMPLIANT UNTIL
PAPERWORK IS RECEIVED.**