

# FORM 1: STANDARD REPLY FORM

**Court Phone Number:**  
(254) 883-1450  
ext. 244 & ext. 247

**Mail Correspondence to:** Marlin Municipal Court  
101 Fortune Street  
Marlin, Tx. 76661

**Office Hours:**  
Monday- Friday 8 a.m-5 p.m  
Closed for Lunch 12 p.m – 1 p.m

All correspondence will be sent to your e-mail address unless you enclose a self-addressed, **stamped** envelope for a receipt. We do **NOT** accept cash or personal checks. **You may pay by cashier's check, money order, or credit/debit card at [www.marlintx.net](http://www.marlintx.net)**

## Call the Court for Total amount owed on Citation(s).

<b>Name (As it appears on your Driver's License):</b>		<b>Date of Birth:</b>	<b>Driver's License #:</b>
<b>Current Mailing Address:</b>			<b>Phone #:</b>
<b>E-Mail Address:</b>	<b>Citation #:</b>	<b>Date of Citation:</b>	<b>Appearance Date:</b>

## JUVENILES

State law requires that juveniles under 16 yrs of age must appear before the Judge in person with a parent or legal guardian.  
Contact the Court for additional information at (254) 883-1450 ext. 244 or ext. 247

## ADMONISHMENT OF RIGHTS:

You, the Defendant, have the right to plea guilty, not guilty, or nolo contendere (no contest). You have the right to remain silent. You have a right to retain an attorney to represent you. You have the right to a jury trial. You have the right to confront and cross-examine the witnesses against you. If you have insufficient resources or income to pay a fine or costs, you may appear in Court and request the Court to allow you to discharge all or part of your fine or costs by alternative means such as performing community service. If you are not a citizen of the United States of America, a plea of guilty or no contest for the offense charged may result in deportation, the exclusion from admission to this country, or the denial of naturalization under federal law. You have a right to the possession, or notice, of certain evidence upon your request and the right for a record of said possession or notice to be filed with the Court. **Until the judgement of the Court is satisfied in full you are obligated to notify the Court of any change in your address, telephone number, or other contact information.**

## PLEA: (INITIAL ONE): (Full payment or Trial Setting)

(Make all Cashier's Checks or Money Orders payable to **Marlin Municipal Court** and mail to the address above along with this form.)

- \_\_\_ 1. I hereby: **ACKNOWLEDGE** that I have read the admonishment of rights above, **WAIVE** my rights, and enter a plea of **GUILTY**. I have enclosed a Cashier's check or Money Order for full payment of the fine and court costs.
- \_\_\_ 2. I hereby: **ACKNOWLEDGE** that I have read the admonishment of rights above, **WAIVE** my rights, and enter a plea of **NOLO CONTENDERE** (No Contest). I have enclosed a Cashier's check or Money Order for full payment of the fine and court costs.
- \_\_\_ 3. I hereby: **ACKNOWLEDGE** that I have read the admonishment of rights above, **WAIVE** my rights, and enter a plea of **NOT GUILTY, WAIVE** my right to a jury trial & request a trial before the Judge. The Court will advise you of your trial date at least 10 days in advance. **(YOU MUST REPORT ANY CHANGE OF ADDRESS TO THE COURT)**
- \_\_\_ 4. I hereby: **ACKNOWLEDGE** that I have read the admonishment of rights above, enter a plea of **NOT GUILTY**, and request a trial by Jury. The Court will advise you of your trial date at least 10 days in advance. **(YOU MUST REPORT ANY CHANGE OF ADDRESS TO THE COURT)**

## PAYMENT PLAN REQUEST: (Down Payment of \$50.00 required)

### (Initial All for a Payment Agreement)

- \_\_\_ The Defendant acknowledges and agrees that the Court will enter a final judgement of **GUILTY** to enter into a payment plan agreement.
- \_\_\_ The Defendant states to the Court that he/she is unable to pay the fine(s), fee(s), and cost(s) in full at this time and requests the Court to grant him/her an extended period of time to pay them in full.
- \_\_\_ The Defendant acknowledges that he/she is required to make a payment in the amount of \$50.00 to start a payment plan agreement. (Cashier's Check or Money Order-- payable to Marlin Municipal Court)
- \_\_\_ The Defendant acknowledges that he/she must make a subsequent payment each and every thirty (30) days until all fine(s), fee(s), and cost(s) are paid in full.
- \_\_\_ The Defendant acknowledges that he/she understands that the extended payment plan cannot exceed one hundred fifty (150) days after the execution of this plan agreement.
- \_\_\_ The Defendant agrees and acknowledges that in the event that he/she fails to comply with this payment plan agreement, he/she will be required to appear before the Court and show cause why the Court should not order the execution of all outstanding unpaid amounts against him/her.

## DEFERRED DISPOSITION REQUEST: (Additional \$50.00 per violation)

**DEFERRED DISPOSITION ADMONISHMENT:** Deferred Disposition is a period of probation that is typically between 30-90 days. Upon successful completion of all the probation requirements ordered by the Court, a Defendant's case will be dismissed and a final conviction will not be reported on the Defendant's record. Generally, to qualify for Deferred Disposition a Defendant cannot have a Commercial Driver's License (CDL) and have not committed their violation within a construction work zone. All Defendant's under the age of 25 are required by law to take a Defensive Driving (Alive at 25) as a condition of Deferred Disposition.

## INITIAL ONE:

- \_\_\_ 1. I hereby: **ACKNOWLEDGE** that I have read the Deferred Disposition Admonishment, **WAIVE** my rights, enter a plea of **GUILTY** and request deferred.
- \_\_\_ 2. I hereby: **ACKNOWLEDGE** that I have read the Deferred Disposition Admonishment, **WAIVE** my rights, enter a plea of **NOLO CONTENDERE** (No Contest) and request deferred.
- \* Defendant's with speeding offenses over 24 mph and for any other violations such as No Insurance (FMFR) and Driving While License Invalid (DWLI) must set a court date to speak with the Judge in person to request Deferred Disposition.
- \* The Court will send you an order for Deferred Disposition that includes all requirements of your probation. If you do not receive anything within 30 days please contact the Court at the number listed above.

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

# FORM 2: DRIVING SAFETY COURSE OR ALIVE AT 25 CLASS REQUEST FORM

## READ THIS ENTIRE FORM BEFORE CALLING THE COURT!!!

ALL DRIVERS UNDER THE AGE OF 25 ARE DIRECTED TO TAKE AN ALIVE AT 25 CLASS

(FAILURE TO REMIT THIS FORM & PAYMENT ON OR BEFORE YOUR APPEARANCE DATE WILL RESULT IN INELIGIBILITY)

Name (As it appears on your Driver's License):		Date of Birth:	Driver's License #:
Current Mailing Address:			Phone #:
E-Mail Address:	Citation #:	Date of Citation:	Appearance Date:

### ADMONISHMENT OF RIGHTS ( Initial Each Statement Below)

You, the Defendant, have the right to plea guilty, not guilty, or nolo contendere (no contest). You have the right to remain silent. You have a right to retain an attorney to represent you. You have the right to a jury trial. You have the right to confront and cross-examine the witnesses against you. If you have insufficient resources or income to pay a fine or costs, you may appear in Court and request the Court to allow you to discharge all or part of your fine or costs by alternative means such as performing community service. If you are not a citizen of the United States of America, a plea of guilty or no contest for the offense charged may result in deportation, the exclusion from admission to this country, or the denial of naturalization under federal law. You have a right to the possession, or notice, of certain evidence upon your request and the right for a record of said possession or notice to be filed with the Court. **Until the Judgement of the Court is satisfied in full, that you are obligated to notify the Court of any change in my address, telephone number, or other contact information.**

### Eligibility Criteria (Indicate True or False)

Please indicate TRUE or FALSE next to the statements listed below. If any are **FALSE**, you are **NOT** eligible for the Driving Safety Course and you must refer back to **FORM 1**.

- I hereby plead NOLO CONTENDERE (No contest) to the charge as required by the traffic law.
- I have **NOT** taken a driving safety course to dismiss a citation during the last 12 months.
- I am **NOT** in the process of taking a driving safety course to dismiss another offense.
- I have **NOT** completed a driving safety court that is not yet reflected on my driving record.
- I understand that I am **NOT** eligible to take the driving safety course if I possess a CDL (Commercial Driver's License) or committed a serious traffic offense.
- I understand that I am **NOT** eligible to take the driving safety course if the citation was issued in a work zone **WITH** workers Present.
- I understand that I am **NOT** eligible to take the driving safety course if I am accused of speeding 25 mph or more over the posted speed limit.
- I understand I must enclose a valid photo **COPY** of my **TEXAS** Driver's License or permit or proof of **ACTIVE** duty military service if I possess a non-Texas Driver's License.
- I understand I must enclose proof of Financial Responsibility (**Insurance Card**). ( A copy is acceptable - NO ORIGINALS PLEASE!!!)
- Instead of paying the traffic fine, I understand I must enclose a **MONEY ORDER** or **CASHIER'S CHECK** in the amount of \$114.00 (\$139.00 if in a school zone) to pay for the court costs for the Driver's Safety Course (**make payable to: Marlin Municipal Court**) **DO NOT PAY ONLINE FOR DSC!!!**
- I understand that I must enclose a **Self-Addressed, Stamped Business Size Envelope**, in which the Court will mail me a request form for a certified copy of my driving record, which I will send to Austin with the proper state fee as required by law. I understand that failure to request this form will invalidate my request for the driver's safety course.
- I understand that I am responsible for completing a **Texas DPS approved** Driving Safety Course before the expiration of the 90 day extension, and remitting the **SIGNED "COURT COPY"** of the Certificate of Completion to the Court.
- I understand that this form **MUST** be **NOTARIZED** if being mailed (Check with your local Bank or School Administration Office)
- If mailed, I understand that this form **MUST** be sent **CERTIFIED MAIL**. (Check with your local Post Office)

\_\_\_\_\_  
Signature of Defendant Requesting DSC

\_\_\_\_\_  
Court Clerk/Notary Public

Subscribed & Sworn before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**\*\*\*\*NO CREDIT CARD OR DEBIT CARD PAYMENTS ARE ACCEPTED FOR THE DRIVER'S SAFETY COURSE!!!!**

### CHECKLIST:

- Complete & Notarized request form for Driver's Safety Course
- Copy of your Current Insurance Card
- Cashier's Check or Money Order ONLY in the amount of \$114.00 (Send \$139.00 if in a school zone)
- Self-Addressed, Business Size, **Stamped Envelope**
- Copy of your Valid Driver's License or Permit

**AFTER RECEIPT & APPROVAL OF YOUR DSC REQUEST BY THE COURT, YOU WILL RECEIVE A FORM WITH THE REQUIRED COMPLETION DATE AND A FORM TO HAVE A COPY OF YOUR DRIVING RECORD SENT TO THE COURT. YOU MUST COMPLETE THE DRIVER'S SAFETY COURSE ON OR BEFORE THE 90<sup>TH</sup> DAY FROM YOUR APPROVAL DATE. IF YOU COMPLETE THESE REQUIREMENTS, the Court will dismiss your case and report to DPS the date that you completed your course... IF YOU FAIL TO COMPLETE THESE REQUIREMENTS: you will be required to appear before the Court to show cause why you didn't comply. At the show cause hearing, the Judge may enter a final adjudication against you and require you to pay the fine. Failure to appear at the show cause hearing will result in a final adjudication being entered against you and you will be required to pay the fine and any additional costs required by the law.**

**\*\*\*Please Note: Do NOT send the original amount of your citation fine amount along with your payment of \$114.00 or \$139.00 for DSC.**

**If you wish to only pay the citation and not take DSC, refer back to Form 1.**