

# TICKET INSTRUCTIONS

DECATUR MUNICIPAL COURT  
P.O. BOX 1299 · DECATUR, TX 76234  
940-627-6256

Please read this form and the back of your citation before you contact the Court as it has been provided to assist you in the handling of your case. The Court will not be able to assist you until your case has been filed. Please allow **three business days** before contacting the Court. A phone call, email, or fax does not constitute an appearance. You may either appear in person at 201 E. Walnut or you may appear by mail so long as your response is **postmarked** by the date on the bottom of your citation.

Payments must be in the form of Cash, Cashier's Check, Money Order, Visa, MasterCard, or Discover.  
**NO PERSONAL CHECKS WILL BE ACCEPTED.**

**Persons under the age of 17 must appear before the Judge with a parent or legal guardian.**

**Citation for No Insurance or FMFR** – If you received a citation for FMFR, you must present a valid insurance card that was valid on the date and time of your citation. Your proof will be verified and, upon verification, your case will be dismissed.

**Citation for Expired DL, Registration, Inspection, or Failure to Report Change of Name or Address** – If your citation was for an Expired DL, you must renew your DL and provide proof of such renewal no later than the date on the bottom of your citation and pay a \$20 compliance fee. If your citation was for Expired Registration and you renew and pay the State Penalties assessed for late renewal, you may present your receipt to the Court along with a \$20 compliance fee. A citation received for Expired Inspection when the inspection has not been expired more than sixty days can be taken care of by having the vehicle inspected and providing a receipt and a \$20 compliance fee to the Court. If you receive a citation for Failure to Change Address or Name, you must change these with the Texas Department of Public Safety, then provide proof and pay a \$20 compliance fee to take care of this violation.

**Citation for Failure to Display Your Driver's License** – You will need to provide a copy of your Driver's License and pay a \$10 compliance fee.

#### **Driver's Safety Course Eligibility:**

1. You must have a valid Texas Driver's License.
2. You must have valid Proof of Insurance.
3. You cannot possess a Commercial Driver's License.
4. You may not have completed this course within the last 12 months.
5. You cannot be charged with Speeding 25mph or more over the speed limit.
6. You cannot have committed the offense in a construction zone while workers were present.
5. You must pay Court costs (please call the Court for costs).

#### **Deferred Disposition (Probation):**

1. You cannot have received deferred disposition in the previous 12 months.
2. You cannot possess a Commercial Driver's License.
3. If you are 24 years of age or younger, you are required to take a Driver's Safety Course as a term of the probation, and if you are under 18, you must take a driving test at the Department of Public Safety.
4. You must enclose the required fee, which is determined by the violation committed. Please contact the Court for this amount.

**You should expect to receive information regarding your request within 2 weeks of receipt. If you do not receive information within this time period, contact the Court.**

**READ BOTH SIDES**

**DEFERRED DISPOSITION REQUEST**

I wish to enter a plea of \_\_\_\_\_ Guilty \_\_\_\_\_ No Contest on Citation # \_\_\_\_\_  
and waive my right to a jury trial and request a deferment to complete the terms of Deferred Disposition.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

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

Contact Number(s) \_\_\_\_\_

**DRIVER'S SAFETY COURSE REQUEST**

I wish to enter a plea of \_\_\_\_\_ Guilty \_\_\_\_\_ No Contest on Citation # \_\_\_\_\_  
and waive my right to a jury trial and request a deferment to complete a Driver's Safety Course.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

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

Contact Number(s) \_\_\_\_\_

**PLEA OF GUILTY/NO CONTEST**

I wish to enter a plea of \_\_\_\_\_ Guilty \_\_\_\_\_ No Contest on Citation # \_\_\_\_\_  
and waive my right to a jury trial and pay the fine amount. Please call the Court for this amount.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

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

Contact Number(s) \_\_\_\_\_

**PLEA OF NOT GUILTY AND REQUEST FOR TRIAL**

I wish to enter a plea of Not Guilty on Citation # \_\_\_\_\_ and request a  
\_\_\_\_\_ Trial by Judge or a \_\_\_\_\_ Trial by Jury.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

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

Contact Number(s) \_\_\_\_\_

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