

CITATION REPLY FORM – City of Roman Forest Municipal Court

READ CAREFULLY: “THIS REPLY FORM SERVES AS YOUR APPEARANCE BEFORE THE COURT AND IT IS DUE ON OR BEFORE THE DATE PRINTED ON THE BOTTOM OF THE TICKET”

APPEARANCE AND PLEA BY MAIL/IN PERSON

- 1) I HEREBY ENTER A PLEA OF *Guilty/No Contest* (circle one) and waive my right to a trial by jury or judge and have included FULL payment. Receipts will be emailed or include self addressed stamped envelope. Pay online: payromanforest.com
- a. I understand a guilty conviction for the offense(s) charged will be added to my driving/criminal record and may result in a State surcharge.
 - b. Included is a copy of my Texas Class C Driver’s License (other identification) submitted with request; AND
 - c. Money order for full payment of uncontested fines/costs.
- 2) I HEREBY ENTER A PLEA OF *Guilty/No Contest* (circle one) and waive my right to a trial by jury or judge and request a 30-day extension to pay in full. I understand that if the standard uncontested fine is not paid before the 31st day, I will have to pay up to a \$25-time payment fee. Payment accepted in person, by mail, phone or online: payromanforest.com
- a. I understand a guilty conviction for the offense(s) charged will be added to my driving/criminal record and may result in a State surcharge.
 - b. Included is a copy of my Texas Class C Driver’s License (other Identification) submitted with request.
 - c. I understand I may be required to complete a financial statement and will be given or emailed paperwork to complete and return timely to the Court.
- 3) I HEREBY ENTER A PLEA OF *No Contest* and waive my right to a trial by jury or judge and request a TIME PAYMENT PLAN (monthly payments) for fines/costs/fees assessed. If eligible, I may be required to pay a time-payment fee up to \$25.00 for each violation on a payment plan and abide by any condition set by the court as follows.
- a. Initial payment of \$25.00 is required per violation to begin payment plan.
 - b. I understand a guilty conviction for the offense(s) charged will be added to my driving/criminal record and may result in a State surcharge.
 - c. I understand I will be required to complete a financial statement and will be given/emailed paperwork to complete and return timely to the Court.
 - d. Included is a copy of my Texas Class C Driver’s License (other Identification) and money order with this request.
- 4) I HEREBY ENTER A PLEA OF *No Contest*, waive my right to trial by jury or judge, and request DEFERRED DISPOSITION to keep this charge off my driving record. I also agree to comply with all the terms and conditions of the probation.
- a. I understand the applicable costs and fees is due at time of request, (call for amount due)
 - b. Certain offenses do not qualify for this option.
 - c. I will be under a 30 day probation-not receive another ticket of the same offense within the courts jurisdiction.
 - d. Included is a copy of my Texas Class C Driver’s License (other identification) and money order submitted with request. CDL license holders are NOT eligible for moving violations.
 - e. If applicable, was speeding less than 25 mph over the posted speed limit.
 - f. If under 25 years of age I understand, in addition, I must provide a defensive driving course certificate within 30 calendar days of my request.
- 5) I HEREBY ENTER A PLEA OF *Not Guilty*. I understand a pretrial hearing/appearance will be scheduled prior to actual trial date and notice will be given/emailed to the address I have provided. All motions must be submitted in writing on the scheduled pre-trial court date; the prosecutor shall be present to discuss my case. If an agreement is made, the judge will either grant/deny it.
- I waive my right to a jury trial and request a trial before the Court (Bench Trial)
- I request a jury trial.
- 6) I HEREBY ENTER A PLEA OF *No Contest*, waive my right to trial by jury or Judge, and REQUEST A HEARING TO DETERMINE INDIGENCY/UNDUE HARSHIP.
- a. I ASSERT THAT I AM UNABLE TO PAY THE FINE AND COSTS AND HAVE INSUFFICIENT RESOURCES OR UNDUE HARDSHIP TODAY.
 - b. I understand I will be required to complete a Financial Statement and submit documentation to support my request. (Financial Statements may be found online at the court website or obtained from the Court Clerk, and YOU will be required to bring documentation to your hearing).

DRIVER'S SAFETY/MOTORCYCLE SAFETY COURSE Under the laws of the State of Texas, if eligible, you may be able to have this charge dismissed by completing a driving safety course. Before taking the course, you must receive permission from the Court prior to the appearance date on the ticket. The request form and instructions can be found by visiting http://www.cityofromanforest.org/20200623_DSC_by_mail.pdf

I understand the applicable costs and fees are due at time of request. \$144.00
Certain offenses do not qualify for this option and a sworn affidavit is required.

Dismissal Information: You may request dismissal of your citation if you are charged with the following offense(s):

Expired Driver's License / Fail to Change Name/Address on D.L.

If you meet the following terms:

Renew/correct your license within 20 business days of the date you were cited;

Present the license renewal receipt along with a \$20.00 reimbursement fee within 20 business days of the date you were cited.

Expired Registration

If you receive a ticket for expired registration, the violation can be dismissed by presenting proof to the court of correcting the violation within 20 working days from the date of the ticket and paying a \$20 reimbursement fee. The receipt from the Tax Office MUST show that you paid the late penalty fee upon renewing the registration.

Defective Equipment

If you receive a ticket for defective equipment, the violation can be dismissed by presenting proof to the court of corrected violation within 20 working days from the date of the ticket and paying a \$10 reimbursement fee.

Failure to Maintain Financial Responsibility

Upon presenting to the court proof of insurance coverage and the court verifies coverage for the day and time of the violation, a charge of No Insurance will be dismissed with no applicable fine or fee.

"A second or subsequent conviction for Failure to Maintain Financial Responsibility will result in the suspension of your driver's license and motor vehicle registration unless you file and maintain evidence of financial responsibility with the Dept. of Public Safety for 2 years from the date of conviction. The DPS may waive the requirement of evidence of financial responsibility if you file proof showing that at the time of the citation, the vehicle was covered by a liability insurance policy of that you were exempt from the requirement to provide that evidence."

I further understand that it is my responsibility to make sure the court receives my plea.

Today's Date: _____ Citation #: _____ Telephone (_____) _____

Defendant's Signature: _____

Address, City, State, Zip: _____

Providing the contact email address below, I opt in for email correspondence for all court transactions.

Email: _____

NOTICE: It is the defendant's responsibility to maintain current address and contact information with the Court.
If mailing payment, send by certified mail.

PLEASE ALLOW 3 BUSINESS DAYS BEFORE CONTACTING THE COURT

Please read this REPLY FORM to assist you in making disposition of the charge(s) filed against you. Maintain a copy for your records.

The Judge cannot discuss the merits of the pending judicial proceeding prior to trial (Canon 3(5) Code of Judicial Conduct.)

THIS MEANS THE JUDGE CANNOT DISCUSS YOUR TICKET WITH YOU BEFORE TRIAL.

Address: 2430 Roman Forest Blvd., Roman Forest, TX 77357

Phone (281) 399-7227 fax (281) 689-7573

Email: court.clerk@rftx.org Website: www.cityofromanforest.org

Monday - Thursday 8:00 a.m. to 5:00 p.m.

Cash, Money Order, Credit Cards (processing fees apply) are accepted. NO personal checks