

**COURTESY LETTER  
JUDGES OF JUSTICE COURTS OF McLENNAN COUNTY, TEXAS**

www.co.mclennan.tx.us

**Honorable Kristi DeCluitt**  
Justice of the Peace, Pct. 1, Place 1  
501 Washington Ave., Suite 104-D  
Waco, Texas 76701-1327  
(254) 757-5040

**Honorable Wm. D. "Billy" Martin**  
Justice of the Peace, Pct. 1, Place 2  
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**Honorable Belinda Summers**  
Justice of the Peace, Precinct 2  
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Mart, Texas 76664-0112  
(254) 876-2414

**Honorable David W. Pareya**  
Justice of the Peace, Precinct 3  
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West, Texas 76691-0495  
(254) 826-3341



**Honorable Barbara N. Rusling**  
Justice of the Peace, Precinct 4  
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China Spring, Texas 76633  
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**Honorable Frank Culpepper**  
Justice of the Peace, Precinct 5  
307 South Madison  
McGregor, Texas 76657-2330  
(254) 840-4225

**Honorable E. Jean Laster**  
Justice of the Peace, Precinct 7  
929 Elm Street  
Waco, Texas 76704-2659  
(254) 752-9353

**Honorable Fernando Villarreal**  
Justice of the Peace, Precinct 8  
1800 Richter Avenue  
Waco, Texas 76711  
(254) 752-4242

1. This letter is furnished as a courtesy to you by the Justice Courts of McLennan County, Texas to assist you in making disposition of the charge(s) filed against you. **PLEASE NOTE:** The Judge cannot discuss the merits of a pending judicial proceeding prior to trial (Canon 3(5). Code of Judicial Conduct). A TELEPHONE CALL DOES NOT CONSTITUTE AN APPEARANCE; AN APPEARANCE IN COURT IS ONLY BY CERTIFIED MAIL, IN PERSON, OR BY YOUR ATTORNEY. A JUVENILE WHO FAILS TO APPEAR BY THE TIME AND DATE ON A CITATION MAY HAVE THEIR LICENSE SUSPENDED AS REQUIRED BY LAW. WARRANT FEES OF \$50.00 WILL BE ASSESSED FOR EXECUTING OR PROCESSING A WARRANT. ADDITIONAL COLLECTION FEES MAY ALSO BE ADDED TO DELINQUENT CASES.

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. Either plea indicates that you agree to waive appearance before the Court for trial. Please refer to the fine schedule shown below to determine the total amount of fine(s) and costs. Make your remittance by Cashier's Check or Money Order payable to the Justice Court indicated at the top of this letter. **Return your 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 reverse 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 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. **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 25 MPH or more above the posted limit, 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, THEN YOU ARE RESPONSIBLE FOR COMPLETING THE COURSE AND REMITTING THE SIGNED COURT COPY COMPLETION CERTIFICATE TO THE COURT. (FURTHER INSTRUCTIONS ON THE REVERSE.)**

5. **TRAFFIC OFFENSES:** JUVENILES 16 & UNDER MUST APPEAR IN COURT WITH A PARENT OR GUARDIAN

6. **ALCOHOL OFFENSES:** MINORS 17-20 YEARS OF AGE MUST APPEAR IN PERSON. 16 AND UNDER MUST APPEAR WITH A PARENT OR GUARDIAN.

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**Pay fines on-line!**  
[www.co.mclennan.tx.us](http://www.co.mclennan.tx.us)

**SCHEDULE OF  
ACCEPTABLE FINES**  
EFFECTIVE JANUARY 1, 2008

**Pay fines by telephone!**  
**888-272-9829**  
(Contact Court for Codes before calling)

TRAFFIC VIOLATIONS

SPEEDING: MPH over the limit

1-6.....\$110.00	13.....\$180.00	20.....\$250.00
7.....\$120.00	14.....\$190.00	21.....\$260.00
8.....\$130.00	15.....\$200.00	22.....\$270.00
9.....\$140.00	16.....\$210.00	23.....\$280.00
10.....\$150.00	17.....\$220.00	24.....\$290.00
11.....\$160.00	18.....\$230.00	25+.....\$298.00
12.....\$170.00	19.....\$240.00	

No Driver's License .....	265.00
** Fail to Present Valid Driver's License .....	165.00
* Expired Driver's License .....	125.00
* Expired Registration (less than 60 days).....	125.00
* Expired MVI Sticker.....	155.00
Seat Belt Violation (Drivers/Passengers 17+).....	145.00
Seat Belt Violation (Passengers under 17).....	215.00
Child Safety Seat Violation (contact court).....	215.00
Fail to Control Speed / Unsafe Speed.....	215.00
No Liability Insurance*** .....	325.00
All Other Violations.....	215.00
<b>VIOLATE PROMISE TO APPEAR.....</b>	<b>325.00</b>

LICENSE AND WEIGHT VIOLATIONS

**NOTE: DEFERRED DISPOSITION / DSC IS NOT AN OPTION.**

WEIGHT VIOLATIONS\*\*\*\*\*:  
(Same fine for "Aid & Abetting" per each category)

0 - 5000 Pounds.....	\$215.00
5001 - 10,000 Pounds.....	515.00
10,001 and Over.....	1015.00

Log Book / Duty Status Violations .....	140.00
VIOLATE OUT OF SERVICE ORDER .....	265.00
Radar Detector Violations .....	215.00
No Periodic Inspection / Expired Annual DOT .....	125.00
TX Dot Cab Card Violation .....	125.00
Fail to Display Required Documents .....	125.00
Oversize Violations (Height, Weight, Length, Width).....	225.00
No Commercial Driver's License *****	275.00
All Brake Violations.....	215.00
All Registration Violations (Including Over Reg. Wt.).....	125.00
Equipment Violations .....	175.00
All Other Violations.....	215.00

**VIOLATE PROMISE TO APPEAR..... 325.00**

**NOTE: CONTACT THE COURT IF THE CITATION WAS ISSUED IN A CONSTRUCTION ZONE WITH WORKERS PRESENT.**

\* Charges may be dismissed if defendant remedies this defect and shows proof to the Court within 20 working days or before the appearance date on the citation. An administrative fee of \$20.00 must accompany proof.  
\*\* Charges will be dismissed upon presentation of a valid driver's license to the Court, provided this license was valid at the time Citation was issued, and is presented to the Court within 10 working days. An administrative fee of \$10.00 must accompany proof.

\*\*\* Charges will be dismissed upon presentation of evidence that insurance was in effect on the vehicle driven on the date of citation.

\*\*\*\* Please call the court for all other Commercial Driver's License violations for the proper fine amount.

\*\*\*\*\* Fines are doubled if there is a prior overweight conviction within one year.

NOTE: NO ONE CONNECTED WITH THIS COURT RECEIVES ANY PART OF YOUR FINE. ALL FINE MONEY IS DEPOSITED WITH THE COUNTY TREASURER. ALL COURT PERSONNEL ARE ON A STRAIGHT SALARY BASIS.

# REPLY FORM

(Mail to the Justice Court indicated on the reverse side of this letter. Enclose your copy of the Citation with your 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 No.	Date of Citation	Date cited to appear on or before

**CHECK ONE:**

- 1. I hereby enter a plea of **GUILTY** and waive my right to trial by jury. **CASHIER'S CHECK OR MONEY ORDER (NO PERSONAL CHECKS ACCEPTED!)** in the amount of the fine(s) is enclosed. (Make your remittance payable to the Justice Court indicated on the reverse side of this letter.)
- 2. I hereby enter a plea of **NOLO CONTENDERE / NO CONTEST** and waive my right to trial by jury. **CASHIER'S CHECK OR MONEY ORDER (NO PERSONAL CHECKS ACCEPTED!)** in the amount of the fine(s) is enclosed. (Make your remittance payable to the Justice Court indicated on the reverse side of this letter.)
- 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
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**(DETACH HERE AND MAIL WITH FINE OR NOT GUILTY PLEA TO THE COURT INDICATED ON THE REVERSE.)**

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**(DETACH HERE AND MAIL TO THE COURT INDICATED ON THE REVERSE.)**

## REQUEST FORM FOR DRIVING SAFETY COURSE

**(FAILURE TO REMIT THIS FORM ON OR BEFORE YOUR APPEARANCE DATE WILL RESULT IN INELIGIBILITY FOR THE COURSE.)**

Please indicate True or False next to the statements 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 months.
- I am NOT in the process of taking a driving safety course to dismiss another offense.
- I have not completed a driving safety course that is not yet reflected on my driving record.
- I understand I CANNOT take the driving safety course if I possess a commercial driver's license or committed a serious traffic offense.
- I understand I CANNOT take the driving safety course if the citation was issued in a Construction Zone with Workers Present.
- I understand I CANNOT take the driving safety course in lieu of paying the fine if I am accused of speeding 25 miles an hour or more over the posted speed limit.
- I ENCLOSE 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 ORIGINALS PLEASE!!)
- I ENCLOSE proof of Financial Responsibility (insurance). (A photocopy is acceptable -- NO ORIGINALS PLEASE!!)
- I ENCLOSE a money order or cashier's check made payable to the Justice Court indicated on the reverse in the amount of \$108.00 (instead of the fine listed on the reverse).
- I ENCLOSE a self-addressed, stamped, business-size envelope in which the Court will mail me an application for a certified copy of my driving record which I will send to Austin with the proper fee as required by law.
- I understand that I am responsible for completing a STATE approved Driving Safety Course and remitting the proper completion certificate to the Court before the expiration of the 90-day extension.
- I understand that this form must be NOTARIZED (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.**

\_\_\_\_\_  
SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME this the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
NOTARY PUBLIC

Name (Print or type as it appears on your driver's license)	Driver's license Number	
Current Mailing Address	City, State, Zip	Telephone Number
Social Security Number	Race / Sex	Date of Birth
Citation Number	Date of Citation	Date Cited to Appear on or Before

**CHECKLIST:**

- When requesting the Driving Safety Course, make SURE you have included the following items:**
- 1. The **COMPLETED, NOTARIZED** Request Form for Driving Safety Course as printed above;
  - 2. A cashier's check or money order in the amount of **\$108.00**;
  - 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.**

**NOTE: A LISTING OF DRIVING SAFETY COURSES IS IN THE YELLOW PAGES OF YOUR TELEPHONE BOOK UNDER "DRIVING**

INSTRUCTION". THE COURSE IS ALSO AVAILABLE BY VIDEO OR ON THE INTERNET.