

CAUSE NUMBER: \_\_\_\_\_

STATE OF TEXAS	§	IN THE MUNICIPAL COURT
VS.	§	CITY OF HALTOM CITY
_____	§	TARRANT COUNTY, TEXAS

I hereby enter my appearance on the complaint of the offense of: \_\_\_\_\_. I understand that I have a right to a jury trial. I hereby waive my right to a jury trial, plead guilty / nolo contendere (**circle one**) and elect to take a driving safety course.

**I understand that I must present the following to the court with this request:**

1. A valid Texas Driver’s license in my name (it cannot be a commercial drivers license)
2. Proof of financial responsibility in my name or with me as a listed driver (automobile liability insurance)
3. Payment of the courts costs plus a \$10 administrative fee totaling \$114 for violations not in a school zone and \$139 for violations in a school zone.

**I understand that once I receive notification from the court that I am eligible I must:**

1. Submit proof of the completion of a driving safety course or motorcycle operator training course as applicable within 90 days of the date of this request. (this is the certificate from the course). **The Judge will not under any circumstances accept a copy/fax/or e-mail of the certificate.**
2. Submit a copy of my driving record as maintained by the Texas Department of Public Safety within 90 days of the date of this request. (The court will mail you a form to mail to DPS with a \$10 fee or you may order and pay for your driving record online at [www.TexasOnline.com](http://www.TexasOnline.com). You need to request a type 3A driver, the Certified Complete Driving History.)

**I understand that:**

1. If I comply with the court order granting the taking of a driving safety/motorcycle operator course and submit all the required evidence as ordered that the court will dismiss my case and report to the Texas Department of Public Safety the date that I completed my course for inclusion on my driving record.
2. If I fail to submit all the evidence required by the court, I will be notified of a **show cause hearing** at the address below that I will be required to appear at. The Judge will determine if the violation will be a conviction and in such case I will be required to pay the balance of the fine. Failure to appear at the show cause hearing will result in a final adjudication being entered against me and I will be required to pay the fine and any additional costs required by law.

I swear that I am not in the process of taking a driving safety course nor have I completed a course within the preceding 12 months from the date of my current offense that is not yet reflected on my driver’s record as maintained by the Texas Department of Public Safety or if I am on active military duty I have not taken one in the state where I obtained my driver’s license.

_____	Address: _____
Defendant’s Signature	City, State, Zip _____
Date	Phone: _____