

# TICKET REPLY REQUIREMENTS

(Version January 2016)

An individual receiving a citation must make an appearance before the Court by the date indicated on the citation ticket. An appearance may be made only by the following methods:

1. By going in person to the City of Granite Shoals Municipal Court Office located at 2221 N. Phillips Ranch Road, Granite Shoals; OR
2. By timely responding by certified mail to City of Granite Shoals Municipal Court Office at 2221 N. Phillips Ranch Road, Granite Shoals, TX 78654.
3. By timely responding using the internet to the Granite Shoals Municipal Court web site: <http://www.graniteshoals.org>.

**NOTE: Persons under age 17 must appear in person with a parent or guardian.**

**NOTE: No phone calls are allowed as an appearance.**

**TO APPEAR BY CERTIFIED MAIL-** You may plea NOT GUILTY, GUILTY, OR NO CONTEST by indicating below and mailing this form with your signature by certified mail along with the appropriate payment if required (NO CASH UNLESS YOU APPEAR IN PERSON).

• If plea of NOT GUILTY is entered, you must request a trial by Judge or a trial by Jury below. You will then be notified of the first court date required to attend.

• If plea is GUILTY or NO CONTEST, you may:

**1)** pay the assigned fine and court cost indicated for your offense on the opposite page (CASHIER'S CHECK, MONEY ORDER), (NO CASH BY MAIL); OR

**2)** request an opportunity to take a defensive driving course (IF QUALIFIED). The appropriate payment must also be sent in the form of a money order or cashier's check made payable to: City of Granite Shoals Municipal Court. NO CASH BY MAIL.

For appearance by certified mail, select from the following:

\_\_\_\_ I plea (**select by circling**) **Guilty** OR **No Contest**. I waive my right to a jury trial and enclose a payment of \$\_\_\_\_\_ (see reverse side for payment amount).

\_\_\_\_ I plea (**select by circling**) **Guilty** OR **No Contest**. I waive my right to a jury trial but request an audience with the Judge to discuss the punishment. I shall be notified of my court date.

\_\_\_\_ I plea not guilty and request (**select by circling**) **Trial by Judge** OR **Trial by Jury**. I shall be given my first court date which I must attend.

**DEFENDANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_ **CITATION #** \_\_\_\_\_

**Signature required as part of an appearance by mail.**

NOTE: You may also refer to the Court's webpage for this information.

**OR**

## DEFENSIVE DRIVING REQUEST

I plea (**select by circling**) **Guilty** OR **No Contest**, and waive my right to a jury trial. My violation is for speeding AND I qualify to take a driver safety course or motorcycle operator training course. I request to take this class and enclose the court cost payment of \$109.10 (NO CASH). I must complete all requirements within 3 months of making my request.

NOTE: only a timely request (up to appearance date), timely payment of court costs, and a successful completion of the course within the given time period will result in a dismissal of the charges. Violator must also provide proof of successful completion of course in the given time period. In requesting a driver safety course, I hereby certify the following (**please initial each**):

**Initial** \_\_\_\_\_ I have a valid Texas driver's license and am enclosing a photocopy OR I am in the US military forces serving on active duty and enclosing a photocopy of my driver's license from my home state.

**Initial** \_\_\_\_\_ I have proof of a valid vehicle insurance policy or proof of financial responsibility, and enclosing a photocopy of the insurance card.

**Initial** \_\_\_\_\_ My alleged speed was no more than 24 MPH over the posted speed limit.

**Initial** \_\_\_\_\_ I have not completed a driving safety course in the past 12 months nor am I currently in the process of taking such a course for the dismissal of another ticket.

**Initial** \_\_\_\_\_ I shall provide a copy of my Texas driver's license record by using the form to be provided to me by the court and mailing it to DPS so that the record can be forwarded to the court. If I am a member in the US military without a Texas driver's license, I shall provide an affidavit explaining that I have not completed DSC in another state or Texas within the past 12 months.

**Initial** \_\_\_\_\_ Enclosed is my \$109.10 court cost fee (NO CASH BY MAIL)

**DEFENDANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_ **CITATION #** \_\_\_\_\_

**Signature required as part of an appearance by mail.**

**TO APPEAR BY INTERNET-** You must respond in a timely manner by logging onto the Granite Shoals Municipal Court website:

<http://www.graniteshoals.org> and follow all instructions. You will need to send a scanned form (to be provided) with your signature to the Court indicating your plea. You may also choose to use this form to scan when making your plea. Appropriate payments by credit card must also accompany your requests when making an appearance by use of the internet. If the Municipal website is not in operation at the time you attempt to appear, you must then make the appearance in person or by certified mail as indicated above. An inoperable court website is not an acceptable excuse for not appearing timely as you must then appear by the other acceptable methods (in person or by certified mail).

**FAILURE TO MAKE YOUR APPEARANCE IN A TIMELY MANNER MAY RESULT IN THE ISSUANCE OF A WARRANT FOR YOUR ARREST.**