

City of Alto Municipal Court
P. O. Box 447 (Mailing address)
404 W. San Antonio St.
Alto, TX 75925
Office: (936) 858-3336 Fax: (936) 858-4761
Business Hours: M-Th 7:30AM-4:30PM and Fri 7:30AM-11:00AM

Please read these instructions before contacting the Court

This is a summons to appear in the Municipal Court in the City of Alto, 404 W. San Antonio St., Alto, Texas, under 543.003 of the Texas Transportation Code. Your failure to appear in court as provided by law for the prosecution of the offense or if you fail to pay or satisfy a judgment ordering the payment of a fine and cost in a manner ordered by the court, may subject you to issuance of a warrant for arrest and additional fines plus court costs and you may be denied renewal of your driver's license and assessed additional fees.

ANSWERING YOUR CHARGE BY MAIL: To pay by mail, send a **cashier's check or money order** with the full amount due by the appearance date on the citation, as well as, a **copy of driver's license** and **proof of financial responsibility (insurance)**; write your citation number on your money order.

DEFENSIVE DRIVING: If you have NOT had a Driving Safety Course in the preceding 12 month period and have a valid Texas Driver's License, you may qualify to take the class to dismiss one violation on your ticket. **1)** You must provide **PLEA FORM REQUEST** to the Court (**ON OR BEFORE YOUR APPEARANCE DATE**) of your desire to do so. **2)** Initial a Plea on plea form, send proof of vehicle or financial responsibility and a copy of driver's license. **3)** Send a money order or cashier's check in the amount of \$144.00 or (\$169.00 if in School Zone for the state fee only) within 30 days of court date. **4)** You have an additional 60 days from your appearance date to complete a Texas approved Driving Safety Course (website for approved driving safety course: www.tdlr.texas.gov) and **return** the Certificate of Completion (*Court Copy signed*) and Driving Record (obtain certified copy of driving record {Type 3A} at: dps.texas.gov or call 512-424-2600) ; no extensions will be granted! **You CANNOT take a Driving Safety Course for the following violations:** Passing a school bus, speeding 25 miles or more over the speed limit, reckless driving, leaving the scene of an accident, fail to stop and give information/render aid, any offense committed in a construction zone with men working or any violation if you have a Commercial Driver's License (CDL).

PAYMENT EXTENSIONS OR PAY PLANS: If you cannot pay, **you must appear in person** at the Municipal Court to submit request.

DISMISSAL WITH CORRECTION OF CHARGE: If you have received a citation for the following, you can request dismissal with proof of correction or renewal. Some will require a dismissal fee, please note the ones that have the fee. **1)** Expired MVI (Inspection) Sticker-Renewal--\$20.00 fee **2)** Expired Driver's License/Fail to Display DL Renewal/ or copy--\$20.00 fee **3)** Fail to report Change of Address/Name--\$20.00 fee **4)** Financial Responsibility—Insurance card or policy valid on the date of the citation and for the vehicle listed on the citation—No Fee.

DEFERRED DISPOSITION REQUEST: **1)** Send in completed plea form requesting Deferred Disposition, along with a copy of driver's license, proof of financial responsibility (insurance) and a cashier's check or money order for total amount of fine plus one-hundred (\$100) dollars. **2)** You will be placed on ninety (90) days unsupervised probation **3)** At the end of three (3) months, an Affidavit will be sent. The Affidavit will need to be signed, *notarized* and a Driving Record (Type 3A) must be returned within fourteen (14) days of receiving to complete deferred disposition.

PLEA FORM—PLEASE READ INSTRUCTIONS ABOVE

NAME _____ DRIVER'S LICENSE#: _____

CURRENT MAILING ADDRESS _____
City State Zip

TELEPHONE#: _____ CITATION No: _____

PLEASE INITIAL PLEA

1. _____ (PLEA OF GUILTY) or _____ (NO CONTEST). I waive my right to a trial by Judge or Jury and a cashier's check or money order (**NO PERSONAL CHECKS**) is enclosed in the amount of the fine.

- A) _____ I am entering a **plea of no contest**, waive my right to a trial by Judge or Jury and request to take a **Driving Safety Course** and have enclosed proof of insurance, driver's license and fees as stated in instructions above.
- B) _____ I am entering a **plea of no contest**, waive my right to a trial by Judge or Jury and request **Deferred Disposition** and have enclosed copies of my driver's license, vehicle insurance and a money order or cashier's check in the amount of my **original fine plus \$100**. I have read and understand all the instructions above regarding the conditions for Deferred Disposition.

2. _____ I am entering a **PLEA OF NOT GUILTY** and request the Court to advise me of my pretrial date by mail. **Please furnish correct mailing address on plea form.**

SIGNATURE _____ DATE _____