



**HEARNE MUNICIPAL COURT**

306 W. 3<sup>rd</sup> St., Hearne, Texas 77859

P: (979) 279-6677

Email: [municipalcourt@cityofhearne.com](mailto:municipalcourt@cityofhearne.com)

Mon-Fri 8:00am to 4:00pm Closed Federal Holidays

**Telephone Call Does Not Constitute Appearance**

**IMPORTANT:**  
Please read **ALL**  
material **before**  
contacting the  
Court with  
questions.

This **COURTESY SHEET** is furnished to you to assist in processing the charge(s) filed against you.

1. The judge cannot discuss your violation(s) with you prior to trial.
2. **\*\*Failure to respond to charge(s)** by the appearance date shown on the citation will result in an additional charge filed against you for Failure to Appear as well as collection fees and warrants issued for your arrest.
3. To enter a plea of **GUILTY** or **NO CONTEST**, please indicate in the proper space provided on page 2, and refer to fine schedule for how much to remit. **Email/call** the Court for other fine amounts if not listed. Web/phone/in person payments also accepted. If your violation(s) are taken care of on or before your appearance date, you **do not** have to appear in person on that date.

**Credit/Debit card payments available at [www.trafficpayment.com](http://www.trafficpayment.com) OR by calling (800) 444-1187. Personal checks NOT accepted. Cashier's check/money order only. Cash accepted in office.**

4. Any extensions MUST be approved by the Court on or before your appearance date. You may request via email or in person.
  5. If you wish to enter a **NOT GUILTY plea**, please indicate on Page 2, Option 3 of this sheet and submit to the Court. You will receive notification via certified mail of the time and date you need to appear for your pretrial hearing. This notice will be sent to the address on this reply form unless you notify the Court otherwise. **You will have to appear in person for this process.** Failure to appear for these scheduled hearings will result in an additional charge filed against you for Failure to Appear as well as collection fees and warrants issued for your arrest.
- **DEFERRED DISPOSITION:** Please **email/call** the Court for deferred disposition/probation information. Additional fees apply. Excludes CDL holders. CDL holders may contact the Court for other options, if any.
  - **DEFENSIVE DRIVING COURSE (DDC):**
    - A. Under the law of The State of Texas, you may be able to request that one moving violation be dismissed by you taking a Defensive Driving Course. **However, you will lose that right if you do not provide the Court with notice of your request to take the course on or before your appearance date.**
    - B. A charge may be dismissed by completing a Defensive Driving Course if:
      1. You were not charged with speeding 25 or more mph over speed limit;
      2. You have not used this option during the preceding 12 months and are not in the process of using this option for another citation;
      3. You have a valid Texas Driver's License and provide a copy with request;
      4. You have proof of financial responsibility (liability insurance) and provide a copy with request;
      5. Cashier's check/money order OR proof of web/phone payment is provided with request.
    - C. NOT ELIGIBLE TO REQUEST DDC:
      1. Commercial driver's license holders
      2. Passing school bus
      3. Construction zone - workers present
      4. Certain offenses involving traffic accidents

**Questions and documentation are accepted via email.**

**\*If you are requesting approval from the Court to take a DEFENSIVE DRIVING COURSE for moving violation dismissal - complete the DDC request on Page 2, Option 4 and submit. PLEASE READ REQUEST INSTRUCTIONS THOROUGHLY.\***



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**Common Violation Fine Amounts**

- **SPEEDING:** 1 mph to 10 mph over the limit ..... \$215.00, then add \$2.00 for each additional mph (up to 24 mph)  
Add \$25.00 if occurred in school zone. \*Email/call the court for speeds 25 mph or more over the limit.

- **OTHER VIOLATIONS:** (Email/call the court for information about possible dismissal w/ fee on violations with a \* beside the fee OR for amounts of violations not listed)

- NO DRIVER'S LICENSE ..... \$333.00
- NO LIABILITY INSURANCE ..... \$430.00\*
- SEATBELT VIOLATIONS ..... \$333.00
- RED LIGHT/STOP SIGN VIOLATIONS ..... \$333.00
- FYROW/CONTROL SPEED VIOLATIONS ..... \$333.00
- CITY ORDINANCE VIOLATIONS ..... \$333.00
- EXPIRED DRIVER'S LICENSE ..... \$333.00\*
- DRIVING WHILE LICENSE INVALID ..... \$333.00
- EXPIRED REGISTRATION ..... \$280.00\*
- POSS OF DRUG PARA/OPEN CONTAINER ..... \$430.00
- UNRESTRAINED CHILD/SAFETY SEAT VIOLATIONS ..... \$430.00

- **DDC request for violation dismissal is option 4 below. Proper documentation and payment required with request.**
- **Extensions MUST be approved by the Court. Request via email or in person.**
- **Questions and documentation accepted via email. However - GENERAL QUESTIONS DO NOT CONSTITUTE AS AN APPEARANCE.**
- **Email or call the Court for deferred/probation information. Additional fees apply. Excludes CDL holders.**

**REPLY - Please fill out below COMPLETELY and NEATLY**

\_\_\_\_\_ FULL NAME as shown on driver's license or ID

\_\_\_\_\_ CITATION #

\_\_\_\_\_ CURRENT MAILING ADDRESS including city, state, zip

\_\_\_\_\_ DRIVER'S LICENSE or ID # including state

\_\_\_\_\_ EMAIL ADDRESS will be used as needed

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OR call (800) 444-1187. Personal checks NOT accepted. Cashier's check/money order only.  
Cash accepted in office\*\***

**CHOOSE ONE - Initial on line beside selection and sign where appropriate**

- \_\_\_\_\_ 1. I hereby enter a plea of **GUILTY** and waive appearance for trial. Payment in the amount of the fine(s) is enclosed.
- \_\_\_\_\_ 2. I hereby enter a plea of **NO CONTEST** and waive appearance for trial. Payment in the amount of the fine(s) is enclosed.
- \_\_\_\_\_ 3. I hereby enter a plea of **NOT GUILTY**. (You will be notified by certified mail of your pretrial hearing date.)

Signature of Defendant: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ 4. I hereby enter a plea of **guilty/no contest and request approval for a 90 day deferment to take a TX approved Defensive Driving Course for moving violation dismissal**. Enclosed is the below signed **DECLARATION**, copy of **LIABILITY INSURANCE**, copy of valid **TX DRIVER'S LICENSE**, and **ONLY \$144.00 (\$169 if in school zone)**. I am sending this request via email which includes copy of payment receipt OR via mail with cashier's check/money order/copy of payment receipt included. Request is being sent on or before the appearance date listed on my citation. **\*\*IF PAYING BY WEB/PHONE - COPY OF PAYMENT RECEIPT MUST BE INCLUDED WITH BOTH EMAILED AND MAILED REQUESTS.** **\*\*NOTE: You must be approved by the court before enrolling in a Defensive Driving Course. Approval/denial will be MAILED to address on this reply form.**

**DECLARATION** (fill out ALL lines completely, not notarized)

"My name is, \_\_\_\_\_, my date of birth is \_\_\_/\_\_\_/\_\_\_ and my address is \_\_\_\_\_.  
I state under oath that on the date of my request for a DDC, in the above numbered cause. I am not taking such a course nor have I completed one within the 12 months preceding the date of my current offense that is not shown on my driving record as maintained by the Texas Department of Public Safety (DPS). I further state that I do not hold a commercial driver's license and I understand what is required of me to comply with the Court. I declare under penalty of perjury that the foregoing "DECLARATION" is true and correct."

Executed in \_\_\_\_\_ (city), State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature of Declarant: \_\_\_\_\_