

REPLY FORM – City of Keene Municipal Court of Record

READ CAREFULLY: “THIS REPLY FORM SERVES AS YOUR APPEARANCE BEFORE THE COURT AND

IT IS DUE ON OR BEFORE THE DATE PRINTED ON BOTTOM OF CITATION”

APPEARANCE AND PLEA BY MAIL/IN PERSON (You have the option to print forms from our website www.keenetx.com)

- 1) I HEREBY ENTER A PLEA OF *Guilty/No Contest* (circle one) and waive my right to a trial by jury or judge and have included FULL payment. If you request a receipt, include a self-addressed stamped envelope.
 - a. I understand a guilty conviction for the offense(s) charged will be added to my driving/criminal record and may result in a State surcharge.
 - b. Included is a copy of my Texas Class C Driver’s License submitted with request.

- 2) I HEREBY ENTER A PLEA OF *Guilty/No Contest* (circle one) and waive my right to a trial by jury or judge and request a **30-day extension to pay in full**. I understand that if the standard uncontested fine is not paid before the 31st day, I will have to pay a \$25-time payment fee. Your written request for this is option must be received on or before your initial appearance date.
 - a. I understand a guilty conviction for the offense(s) charged will be added to my driving/criminal record and may result in a State surcharge.
 - b. Included is a copy of my Texas Class C Driver’s License submitted with request.
 - c. I understand I may be required to complete a financial statement and will be given or mailed paperwork to complete and return timely to the Court.

- 3) I HEREBY ENTER A PLEA OF *Guilty/No Contest* (circle one) and waive my right to a trial by jury or judge and request a **TIME PAYMENT PLAN** (monthly payments) for my citation. If eligible, I may be required to pay a time-payment fee of \$25.00 for each violation on a payment plan and abide by any condition set by the court as follows. Your written request for this option must be received on or before your initial appearance date.
 - a. Initial payment of \$100.00 is required to begin payment plan.
 - b. I understand a guilty conviction for the offense(s) charged will be added to my driving/criminal record and may result in a State surcharge.
 - c. I understand I will be required to complete a financial statement and will be given/mailed paperwork to complete and return timely to the Court.
 - d. Included is a copy of my Texas Class C Driver’s License submitted with request.

- 4) I HEREBY ENTER A PLEA OF *No Contest*, waive my right to trial by jury or Judge, and request **DEFERRED DISPOSITION** to keep this charge off my driving record. I also agree to comply with all the terms and conditions of the probation. Your written request for this option must be received on or before your initial appearance date.
 - a. I understand any applicable costs; fees and the special expense fee is due at time of request.
 - b. Certain offenses do not qualify for this option.
 - c. Included is a copy of my Texas Class C Driver’s License submitted with request. CDL license holder are NOT eligible.
 - d. I was speeding less than 30 mph over the posted speed limit.
 - e. I am under 25 years of age and understand in addition, I must complete a defensive driving course within 90 calendar days of my request.

- 5) I HEREBY ENTER A PLEA OF *No Contest*, waive my right to trial by jury or Judge, and request to take a **DRIVER’S SAFETY/MOTORCYCLE SAFETY COURSE** to have the charged dismissed. Your written request for this option must be received on or before your initial appearance date.
 - a. I understand any applicable costs and fees are due at time of request. \$144.00 OR \$169.00 if in a school zone.
 - b. Certain offenses do not qualify for this option.
 - c. Included is a copy of current proof of insurance and my Texas Class C Driver’s License submitted with this request. CDL license holder are NOT eligible.
 - d. I was speeding less than 24 mph over the posted speed limit.

- 6) I HEREBY ENTER A PLEA OF *Not Guilty*. I understand a pretrial hearing/appearance will be scheduled prior to actual trial date and notice will be given/mailed to the address I have provided below. All motions must be submitted in writing on the pretrial scheduled court date. The prosecutor shall be present to discuss my case. If an agreement is made, the Judge will either grant/deny it.
 I request a jury trial. I request the jury to assess the fine I request the Court to assess the fine.
 I waive my right to a jury trial and request a trial before the Court.
 I request the trial to be recorded.

- 7) I HEREBY REQUEST A HEARING TO DETERMINE INDIGENCY/UNDUE HARSHIP.
- a. I ASSERT THAT I AM UNABLE TO PAY THE FINE AND COSTS AND HAVE INSUFFICIENT RESOURCES OR UNDUE HARDSHIP TODAY.
 - b. I understand I will be required to complete a Financial Statement and submit documentation to support my request. (Financial Statements may be found online at website below or obtained from Clerk and YOU will be required to bring documentation to your hearing).

I further understand that it is my responsibility to make sure the court received my plea in the mail. If I do not receive a court date in the mail or notification response back, then I need to contact the court to follow up.

I need a translator for my court hearing- Language _____

Dismissal Information: You may request dismissal of your citation if you are charged with the following offense(s):

Expired Driver's License / Fail to Change Name/Address on D.L.
 If you meet the following terms:
 Renew/correct your license within 20 business days of the date you were cited;
 Present the license renewal receipt along with a \$20.00 dismissal fee within 20 business days of the date you were cited.

Expired Registration
 If you receive a ticket for expired registration, the violation can be dismissed by presenting proof you corrected the violation within 20 working days from the date of the ticket. You must also present the proof to the court within 20 working days from the date of your ticket and pay a \$20 administrative fee. The receipt from the Tax Office MUST show that you paid the late penalty fee upon renewing the registration.

Defective Equipment
 If you receive a ticket for defective equipment, the violation can be dismissed by presenting proof you corrected the violation within 20 working days from the date of the ticket. You must also present the proof to the court within 20 working days from the date of your ticket and pay a \$10 administrative fee.

“A second or subsequent conviction for Failure to Maintain Financial Responsibility will result in the suspension of your driver's license and motor vehicle registration unless you file and maintain evidence of financial responsibility with the Dept. of Public Safety for 2 years from the date of conviction. The DPS may waive the requirement of evidence of financial responsibility if you file proof showing that at the time of the citation, the vehicle was covered by a liability insurance policy of that you were exempt from the requirement to provide that evidence.”

Date: _____ Telephone (_____) _____

Address, City, State, Zip: _____

Defendant's Signature: _____

- I opt in for email correspondence for all court transactions.
- I decline email correspondence. Notices will still be mailed through regular postal mail; this is in addition to that.

Email: _____ Citation: _____

NOTE: It is the defendant's responsibility to maintain current address and contact information with the Court.

Physical Address 1000 N. Old Betsy Rd. Cleburne, Texas 76031

Website: www.keenetx.com Email: court@keenetx.com

Monday - Friday 8:00 a.m. to 5:00 p.m.

Cash, Money Order, Credit Cards are accepted. NO personal checks

Compliment/Complaint? Keene Police Department 203 W. Hillcrest St, Keene, Texas 76059 or www.keenepd.org

PLEASE ALLOW 2 WORKING DAYS FOR CITATIONS TO PROCESS

Please read this REPLY FORM to assist you in making disposition of the charge(s) filed against you. The Judge cannot discuss the merits of the pending judicial proceeding prior to trial (Canon 3(5) Code of Judicial Conduct.) THIS MEANS THE JUDGE CANNOT DISCUSS YOUR CITATION WITH YOU BEFORE TRIAL.