

Appearance by Mail Form
CDL Holders are no Longer Eligible to take DSC or
Deferred Adjudication

Check One:

I hereby enter a plea of NOT GUILTY, I will be notified of the trial date and will appear on that date.
I am responsible for notifying the court of a current address or change of address for correspondence purposes.

I request non-Jury trial. I request jury trial

I hereby enter a plea of GUILTY and waive appearance for trial.

I hereby enter a pleas of NOLO-CONTENDERE and request to take a Defensive Driving Course or Motorcycle Safety Course.
* see stipulations below.

Signature

Date

If a receipt is requested. Enclose a self addressed stamped envelope.

Driving Safety Courses Request and Affidavit

If you have a Texas Drivers License and have been charged with a moving violation, you may request that this charge be dismissed by successfully completing a Driving Safety Course or Motorcycle Operator Training Course, which ever is applicable, that is approved by the Department of Public Safety. If you do not have a commercial drivers license, you have not exceeded the speed by more than 24 MPH, or you have not taken a Driving safety/motorcycle training course within the last 12 months of the citation.. You will lose this right if you do not provide the court notice of your request to take the course, on or before the appearance. date located at the bottom of the ticket.the following requirements must be received by this office; 1/\$109.10 administrative fee, 2/ proof of auto liability insurance on the vehicle you were driving at the time the citation was issued. 3/ a copy of your drivers license and 4/ request a driving history from the state (forms are available in our office) the course must be completed and driving history received within 90 days of the citation date, it is your responsibility to make arrangement to take the course. Failure to comply with these terms will result in further actions being taken.

Municipal Court
P.O. Box 129
Lipan,Texas 76462
254-646-3345
Pay online at
www.lipanpmts.com

Martin Castillo
Municipal Judge
City Hall
105 East Lipan Drive
Lipan Texas 76462

Office Hours
8:00am-Noon
1:00p.m.- 4:00p.m.

Schedule of Acceptable Fines

Speeding	Fine	School Zone
Up to 10MPH over limit	\$146.10	300.10
11 MPH to 15 MPH	161.10	300.10
16 MPH to 20 MPH	171.10	300.10
21 MPH to 25 MPH	185.10	300.10
26 MPH to 30 MPH	199.10	300.10
Anything over 31 MPH Contact the Court, Any not listed violations contact the Court.		

Adult Seat Belt Violation	\$159.00
Child Safety Seat Violation	209.00
Disregard Stop Sign	146.00
Failure to yield right of way to emergency vehicle	266.00
Disregard no passing zone	159.00
Permitting Unlicensed driver or minor to drive	266.00
No Drivers License	266.00
Expired License	156.00
Violation of License restriction	139.00
No Liability Insurance 1st Offense	280.00
Driving with License Invalid, (DWLI)	266.00

Non- Traffic Fines

Public Intoxication	\$366.00
Disorderly Conduct	366.00
Assault / simple	366.00
Possession of Drug Paraphernalia	366.00
Open Container- alcohol	316.00

INSTRUCTIONS: YOU MUST contact the Court by one of the following means By Appearance Date, or you will lose some of your options.

1. IN PERSON: Appear at the Court Office on or before the appearance date indicated on the citation. JUVENILES (under 17) Must appear in person with a parent or guardian or bring proof of marriage or emancipation.. 2. BY MAIL Complete the Appearance by mail section of this form and return it along with a money order and the citation you were issued to the Court before the appearance date indicated on the citation Moving violations only: A driving safety course (DSC) an Motorcycle training course may be taken to keep a moving violation off your driving record.

FAILURE TO APPEAR EITHER IN PERSON OR BY MAIL. BY APPEARANCE DATE COULD RESULT IN ADDITIONAL FINES, A WARRANT FOR YOUR ARREST, AND YOU WILL LOSE THE RIGHT TO TAKE DSC

Surcharge notice: A conviction of an offense under a traffic law of this state or a political subdivision of this state may result in the assessment on your drivers license of a surcharge under the Driver Responsibility Program