



**City of Robinson Municipal Court**  
111 West Lyndale \* Robinson, TX 76706-5619  
Phone (254)662.1415 \* Fax (254)662.1035

<https://www.municipalonlinepayments.com/robinsontx>

1. This letter is furnished as a courtesy to you by the Municipal Court of the City of Robinson, Texas to assist you in making a disposition of the charge(s) filed against you. ***COURT IS HELD ON THURSDAYS ONLY, BETWEEN 3:00 P.M. AND 4:00 P.M. IF YOU FAIL TO APPEAR IN COURT AS REQUIRED BY LAW, YOU MAY BE DENIED THE RENEWAL OF YOUR DRIVER'S LICENSE AND ASSESSED AN ADDITIONAL FEE. IF YOU FAIL TO RESPOND TO THE CHARGE(S) BY THE APPEARANCE DATE SHOWN ON THE CITATION, ADDITIONAL CHARGE(S) MAY BE ISSUED. APPEARANCE IS MADE EITHER IN PERSON, BEFORE THE JUDGE, OR IN WRITING. ONLY THE DEFENDANT CAN MAKE HIS/HER APPEARANCE. NO ONE CAN MAKE AN APPEARANCE ON THE DEFENDANT'S BEHALF. IF YOU CANNOT APPEAR YOU MAY USE THIS FORM TO MAKE YOUR REQUEST IN WRITING.***

2. ***IF YOU WISH TO ENTER A PLEA OF GUILTY OR NOLO CONTENDERE***, please do so by indicating in the proper space provide on the reply form on the reverse side. A plea of Nolo Contendere means that you do not contest the State's charges filed against you. The fine for a Nolo Contendere plea is the same as that of a plea of Guilty. Either plea indicates that you agree to waive appearance before the court of trial. Please refer to the fine schedule at: <http://www.robinsontexas.org/158/Municipal-Court> to determine the total amount of the fine(s) acceptable by the Court. Make your remittance payable to **ROBINSON MUNICIPAL COURT**. Return your copy of the citation with this letter and your remittance to assure proper credit. Preferred payment: Money order, Check, Master card, Visa, Discover (Debit/Credit). Fines may also be paid online at: <https://www.municipalonlinepayments.com/robinsontx>

3. ***IF YOU WISH TO ENTER A PLEA OF NOT GUILTY*** and desire a trial, please do so by indicating on the reply form on the reverse side, and mail your plea no later than the appearance date on the citation. Also, let the Court know if you want a trial before the Court or before a Jury. The Court will notify you by mail of the trial date. PLEASE NOTE: The Judge cannot discuss the merits of a pending judicial proceeding prior to the trial.

4. Under the laws of the State of Texas, you may be eligible to have one moving violation, within a 12-month period, dismissed by taking a driver's safety course. (The course must be approved by the Texas Education Board). ***HOWEVER, YOU WILL LOSE THAT RIGHT IF YOU DO NOT PROVIDE WRITTEN NOTICE TO THE COURT OF YOUR DESIRE TO DO SO BEFORE YOUR APPEARANCE DATE SHOWN ON THE CITATION.*** You will not pay the fine unless you fail to complete your requirements. At the time of request, you will be required to submit a copy of your valid Texas driver's license and a copy of your proof of financial responsibility. (See reverse for further instructions).

**This does not apply to:**

- Offenses committed in a construction work maintenance zone when workers are present, Sec. 542.404, T.C.; Art. 45.0511(p)(3), C.C.P.;
- Traffic offenses committed by a person with a commercial driver's license, Art. 45.0511(s), C.C.P.;
- Passing a school bus, Sec. 454.066, T.C.;
- Leaving the scene of an accident, Sec. 550.022 or 550.023, T.C.; or
- Speeding 25 mph or more over the speed limit or in excess of 95 mph, Art. 45.0511(b)(5), C.C.P.

5. If you wish to make any other arrangements not listed above, you will need to appear before the Judge or make written request on or before your appearance date.

**6. JUVENILES 16 OR YOUNGER MUST APPEAR IN OPEN COURT FOR ALL PROCEEDINGS ACCOMPANIED BY A PARENT OR GUARDIAN ON THE APPEARANCE DATE ON THE CITATION. JUVENILES MAY NOT USE THE REPLY FORM ON THE REVERSE SIDE TO MAKE AN APPEARANCE. A JUVENILE WHO FAILS TO APPEAR AT THE TIME AND DATE ON THE CITATION MAY HAVE THEIR LICENSE SUSPENDED AS REQUIRED BY LAW AND MAY BE TURNED OVER TO THE JUVENILE COURT FOR PROSECUTION.**

**7. A MANDATORY COURT APPEARANCE BEFORE A JUDGE IS ALSO REQUIRED FOR TOBACCO OFFENSES OF DEFENDANTS UNDER 18 YEARS OF AGE AND ALCOHOL OFFENSES OF DEFENDANTS UNDER 21 YEARS OF AGE.**

**NOTE: JUVENILES MUST APPEAR BEFORE THE JUDGE. A JUVENILE CANNOT USE THIS REPLY FORM.**

Mail to the Municipal Court as indicated on the reverse side of the letter. Please enclose a copy of the citation with your reply, and a self-addressed, stamped envelope if you need a receipt. You can also submit your payment online at <https://www.municipalonlinepayments.com/robinsontx>

Print or type Name as it appears on your driver's license		D.L. Number
Current Mailing Address		Daytime phone #
Citation #	Date of Citation	Appearance date

Check one

- \_\_\_1. I hereby enter a plea of GUILTY and waive appearance for trial. Enclosed is a check, cashier's check or money order for the fine amount. I decline to seek discovery on this case as provided by Article 39.14 of the TCCP.
- \_\_\_2. I hereby enter a plea of NOLO CONTENDERE and waive appearance for trial. I decline to seek discovery in this case as provided by Article 39.14 of the TCCP. Enclosed is a check, cashier's check or money order for the fine amount.
- \_\_\_3. I hereby enter a plea of NOT GUILTY and request a trial before \_\_\_ the judge or \_\_\_ a Jury. The Court will advise me of my trial date at the address above.

Signature	Date	Amount
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Detach here. Above portion only to be sent with payment or plea. Portion below only for Driving Safety Course

**NOTIFICATION OF INTENT TO TAKE THE DRIVING SAFETY COURSE IN LIEU OF PAYING THE FINE FOR A MOVING VIOLATION.**  
(Failure to submit this form on or before your appearance date will result in ineligibility for the Course)

- I understand I CANNOT take the driving safety course in lieu of paying the fine if (1) I am accused of speeding 25 mph or more over the posted limit (2) if I hold a Commercial Driver's License (3) pass a school bus while loading or unloading (4) leaving the scene of an accident or (5) in a construction zone with worker's present
- I understand I may only take the driving safety course to dismiss one offense within a 12-month period.
- I understand the driving safety course must be approved by the Texas Education Board.
- I hereby enter my plea of \_\_\_ Guilty or \_\_\_ Nolo Contendere and notify the Court of my intent to request the driving safety course in lieu of paying the fine.
- I have enclosed a photo copy of my Texas Driver's License and a photo copy of my proof of liability insurance or financial responsibility and **am paying herewith the Court Fee of \$114.00.**
- I understand I must submit a certified copy of my driving record that is maintained by DPS by mailing the form at the bottom of this page with the required fee to the address shown on form, or by going online at: <http://www.dps.texas.gov/DriverLicense/driverrecords.htm> and requesting the 3A (DDC) Driving Record.
- I understand that on or before 90 days from my appearance date, I must present the Court (1) a certified copy of the driving record (form for requesting driving record from DPS may be obtained online at [www.texasonline.com](http://www.texasonline.com) or a request form may be obtained from Robinson Municipal Court , 111 W Lyndale, Robinson, TX 76706, (2) the original signed certificate of completion of the driving safety course

**AFFIDAVIT**

I, \_\_\_\_\_, state under oath that on the date of my request for driving safety course/motorcycle operator training course in the above numbered cause that I was not taking such a course nor had 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 (or as maintained by the state that issued my driver's license – active duty personnel only).

\_\_\_\_\_  
Signature

Sworn and Subscribed before me, the undersigned authority on this the \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

Print or type name as it appears on driver's license		D.L. Number
Current Mailing Address		Daytime Phone #
Citation #	Date of Citation	Appearance Date

Revised February 8, 2017