

YOUR RESPONSIBILITY TO APPEAR FOR THIS CITATION

WHEN DO I NEED TO APPEAR?

Your response date appears on your citation just below your signature. You must respond **no later** than this date. It is the last day that is considered "on time" and will determine what options are available to you. To respond, choose one of the four options listed in this brochure.

Telephone calls are for information only and are not considered an appearance. Inability to pay the fine is not a reason for failing to appear.

HOW SOON CAN I TAKE CARE OF MY CITATION?

The police department must first file the charge with the court, so we ask that you please wait at least 3 business days before calling or appearing.

CONSEQUENCES OF IGNORING THIS CITATION:

Failure to take care of the charge will result in a warrant being issued for your arrest and your driver's license renewal will be denied.

INSTRUCTIONS FOR JUVENILES (16 AND UNDER)

State law requires juveniles to appear before the judge with a parent or legal guardian for all court hearings. The court will notify you of your court date by mail to the address on the citation.

INSTRUCTIONS FOR MINORS (17-20)

Minors charged with alcohol/tobacco/drug paraphernalia/theft or disorderly conduct must also appear before the judge. The court will notify you of your court date by mail to the address on the citation.

ALL FINES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Speeding = \$10 for each mile over the posted limit + \$134 (state mandated court costs) or if **Speeding in School Zone** + \$159 (state mandated court costs)

No Driver's License: \$280	Expired Driver's License: \$200
No Seatbelt: \$175	Ran Stop Sign/Red Light: \$230
Expired Registration: \$175	Fail to Yield: \$210
Unrestrained Child: \$225	Parked in Fire Lane: \$175
Parked in Prohibited Area-Signs Posted: \$150	
Driving While License Invalid: \$325	
Prohibited Use of Portable Electronic Device: \$175	
Open Container-Driver: \$300, Passenger: \$250	
Fail to Maintain Financial Responsibility (No Insurance): \$325	

POSSIBLE COMPLIANCE DISMISSALS

If your citation is for any of the following violations, your case may be eligible for a "fix-it" dismissal. Submit proof of compliance along with the dismissal fee noted.

OFFENSE	DISMISSAL FEE
Display Expired Registration	\$20 <i>(Must pay the late penalty fee at the vehicle registration office and this fee must be noted on your renewal receipt.)</i>
Expired Driver's License	\$20
Fail to Report Change of Address/Name	\$20
Fail to Display Driver's License	\$10
Equipment Violation	\$10
Fail to Maintain Financial Responsibility	No Fine <i>(No Insurance – Must submit proof of auto insurance covering the driver or the auto in effect at the time of the stop.)</i>

OPTION 1 PLEAD NO CONTEST OR GUILTY & PAY IN FULL OR REQUEST A 30 DAY EXTENSION TO PAY

This option will result in a conviction and close the case.
PAY ONLINE www.municipalonlinepayments.com/boernetx
PAY IN PERSON – Come to the Court during business hours.
PAY BY MAIL – Complete this section and mail to the Court.
EMAIL – Complete this section and email for an extension to pay.

PLEA OPTIONS: **Choose your plea and complete all fields.**

() I enter a plea of **No Contest** and waive my right to a jury trial. *This selection means that you do not contest the State's charge(s) against you but are not admitting guilt and agree to pay the fine/costs assessed by the Judge.*

() I enter a plea of **GUILTY** and waive my right to jury trial. *This selection means that you do not contest the State's charge(s) against you and admit guilt and agree to pay the fine/costs assessed by the Judge.*

Payment is included. I request 30 days to pay.

Citation Number: _____
Signature: _____
Mailing Address: _____

City, State, Zip Code Phone

OPTION 2 PLEAD NOT GUILTY & REQUEST A TRIAL

This option means you contest the charge(s) against you. Choose the type of trial you are requesting, complete all fields and submit to the Court. Your case will be scheduled for a mandatory pre-trial hearing.

I enter a plea of **Not Guilty** and request a trial by:

() Judge () Jury
Citation Number: _____
Signature: _____
Mailing Address: _____

City, State, Zip Code Phone

OPTION 3 REQUEST A DRIVING SAFETY COURSE

This option will result in a dismissal if you successfully complete the terms of the Driving Safety Course (DSC). The DSC is allowed for moving violations only.

ELIGIBILITY:

- You have a valid Texas Driver's License. Military personnel and their dependents may submit a copy of their state driver's license and military identification card.
- You have current liability insurance.
- You have not completed a DSC within the 12 months preceding the date of this citation.

NOT ELIGIBLE:

- You now hold/held a Commercial Driver's License when cited.
- The violation occurred in a construction zone with workers present.
- Charged with speeding 25 or more over the speed limit.
- Charged with passing a school bus.
- Charged with leaving the scene of an accident.

1. Submit the notarized affidavit below. (Not required for walk-ins.)
2. Court Costs of \$144 or \$169 for school zone violations.
3. Copy of your Texas driver's license and current proof of insurance listing you as a covered driver.

A- DRIVING SAFETY COURSE REQUEST

I wish to enter a plea of **No Contest**, waive my right to a jury trial and request to take a Driving Safety Course. I understand that upon the Court's approval I will have 90 days to complete an approved course, and to present a certified copy of my driver record as maintained by the Department of Public Safety. My failure to comply will result in assessment of a fine and conviction on my driving record.

Citation Number: _____
Signature: _____
Mailing Address: _____

City, State, Zip Code Phone

B-DRIVING SAFETY COURSE AFFIDAVIT (must be notarized if mailed)

"Before me, the undersigned authority, personally appeared the above-named Defendant, known to me to be the person whose name is subscribed hereto, who after being duly sworn upon his/her oath stated that the following statements are true:

My name is (print name) _____

I swear or affirm that I am not in the process of taking nor have I completed a driving safety course within the 12 months preceding the date of this citation."

Signature: _____
SWORN TO AND SUBSCRIBED before me, the undersigned authority, on this the _____ day of _____, 20__.

(seal) Notary: _____

OPTION 4 REQUEST DEFERRED DISPOSITION

This option will result in a dismissal if you successfully complete the terms of the Deferred Disposition (DD). A DD is similar to probation. The general terms are listed below however, other conditions may be ordered at the discretion of the Judge. The deferrals listed below may be processed by the clerk if you are age 18 or above, all others will require a court setting and must be requested from the Judge.

MOVING TRAFFIC OFFENSE

Deferral Period: 120 Days Fees: Citation Fees + \$30

Conditions: Submit copy of DL/Insurance with this request, commit no new traffic offenses, if under the age of 25 must also complete a driving safety course.

NO DRIVER'S LICENSE

Deferral Period: 180 Days Fees: \$280

Conditions: Obtain a valid driver's license, submit copy of DL/Insurance with this request, must maintain valid driver's license for entire deferral period.

DRIVING WHILE LICENSE INVALID

Deferral Period: 180 Days Fees: \$355

Conditions: Clear the hold/suspension on your driver's license. Submit copy of DL/Insurance with this request, must maintain a valid driver's license for entire deferral period.

NO INSURANCE

Deferral Period: 180 Days Fees: \$355

Conditions: Submit copy of DL/Insurance with this request, must maintain insurance for entire deferral period with no lapses.

NO SEATBELT

Deferral Period: 90 Days Fees: \$175

Conditions: Submit copy of DL/Insurance with this request, commit no new seatbelt offenses.

PROHIBITED USE OF PORTABLE ELECTRONIC DEVICE

Deferral Period: 120 Days Fees: \$175

Conditions: Submit copy of DL/Insurance with this request, commit no new electronic device offenses.

POSSESSION OF DRUG PARAPHERNALIA

Deferral Period: 180 Days Fees: \$375

Conditions: Complete 6 hours of community service, commit no new drug or alcohol offenses.

NOT ELIGIBLE:

- You possess a Commercial Driver's License, and the violation is a moving violation.
- The violation occurred in a construction zone with workers present.
- Charged with speeding 25 or more over the speed limit.
- Charged with Passing a School Bus.
- Completed Deferred Disposition in the past 12 months.

1. Complete and submit this section.
2. Include a copy of your DL/Insurance if is listed as a condition.
3. Fees will be due in 30 days. The due date to pay will be noted on your deferral order.

DEFERRED DISPOSITION REQUEST FORM

I wish to enter a plea of Guilty No Contest, waive my right to a jury trial and request Deferred Disposition. I do not hold a commercial driver's license and have not been granted deferred disposition within the past 12 months. I understand if my request is approved, I will be placed on probation for 90-180 days, and assessed a deferral fee which will be due within 30 days. In addition, I will also be required to appear at the end of the deferral period for a review hearing with the Judge. Other conditions such as completing the driving safety course or community service hours may be ordered at the discretion of the judge.

Citation Number: _____

Signature: _____

Mailing Address: _____

City, State, Zip Code

Phone

PAYMENT METHODS: We accept payment by Cash, Check, Money Order, and Credit Card. Make checks payable to "Boerne Municipal Court". Credit Card/Debit Card payments may be made in the office, online at www.municipalonlinepayments.com/boernetx, or by phone at (866) 361-2678.

Revised: February 2023



MUNICIPAL COURT

UNDERSTANDING YOUR CITATION

This brochure contains information on procedures, fine amounts, and general instructions regarding your citation. It is provided as a courtesy to help you take care of your citation.

Address:

Boerne Municipal Court
124 Old San Antonio Rd
Boerne, Texas 78006

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

Phone: (830) 248-1504

Fax: (830) 331-9465

Email: courtstaff@ci.boerne.tx.us

Website:

www.ci.boerne.tx.us/815/Municipal-Court

