

1. This letter is furnished as a courtesy to you by the Justice Courts of Upshur County, TX, to assist you in making disposition of the charges filed against you by the Texas Department of Public Safety / Upshur Sheriff's Office

2. IF YOU WISH TO ENTER A PLEA OF GUILTY OR NO CONTEST, indicate in the proper space provided. The fine for no contest is the same as guilty. Either plea indicates that you agree to waive appearance before the Court for trial.

3. You must refer to the schedule shown on the reverse side to determine the total amount of your fine. Make the remittance by MONEY ORDER to UPSHUR COUNTY at the address in which your ticket was filed. If your violation is not listed, contact the Judge's office.

4. If you wish to attend a DRIVING SAFETY COURSE (moving violation, child safety seat / seat belt under age 17 only) or a motorcycle operator training course for this ticket and you meet ALL the qualifications and requirements, you will be allowed to do so.

**REQUIREMENTS:**

a. you have a VALID TEXAS drivers license

b. you have not take a DSC course in the last 12 months and you are not currently taking the course for a ticket filed in another court

c. you are not charged with speeding 25 miles per hour or more over the posted speed limit

d. you were not involved in an accident, cited in a construction zone or a CDL holder

e. you will furnish the court with a copy of your liability coverage

f. you will need to contact the office for the amount of the administrative fee. This is due on or before your appearance date on the citation

5. IF YOU FAIL TO RESPOND TO THIS CHARGE, A WARRANT WILL BE ISSUED FOR YOU ARREST.

NO PERSONAL CHECKS WILL BE ACCEPTED

PLEASE ENCLOSE YOUR GREEN COPY OF YOUR TICKET

FOR OFFENSES NOT LISTED, CONTACT THE COURT

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REPLY FORM DUE ON OR BEFORE APPEARANCE DATE (please check one)

1. \_\_\_\_\_ I hereby enter a plea of GUILTY / NO CONTEST and waive appearance for trial. Full amount of fine enclosed.

2. \_\_\_\_\_ I hereby enter a please o NO CONTEST and request DSC. Insurance and administrative fee enclosed.

3. \_\_\_\_\_ I hereby enter a plea of NOT GUILTY and request a trial. YOU MUST CONTACT THE COURT IN WHICH YOUR TICKET IS FILED.

\_\_\_\_\_ (signature)

\_\_\_\_\_ (date)