



BELLMEAD MUNICIPAL COURT OF RECORD

3015 Bellmead Dr, Bellmead, TX 76705
Office (254)799-2436 Fax (254)799-5969
Email: court@bellmeadtx.gov
Office Hours: 8:00 a.m. – 4:00 p.m.

This letter is furnished as a courtesy to you by the Bellmead Municipal Court of Record to assist you in processing the charge(s) against you.

1. The judge cannot discuss the merits of a pending judicial proceeding prior to trial. This means the judge cannot talk to you about your charge(s) before the pre-trial or trial except to answer procedural questions.
2. The court clerk cannot provide any legal advice regarding your charge(s).
3. Pleas must be made in writing or in person on or before your appearance date. **A TELEPHONE CALL DOES NOT CONSTITUTE AN APPEARANCE.**
4. Juveniles age 16 years old and under **MUST** have a parent/guardian contact the court to set an appearance date with the judge. Minors ages 17-20 years old that are charged with an alcohol related offense **MUST** contact the court to be set with an appearance date with the judge. All defendants charged with assault family violence **MUST** contact the court to set an appearance date with the judge.
5. If you fail to enter a plea to the charge(s) by the appearance date shown on the citation, an additional charge may be filed for violate promise to appear. Warrants may be issued and you will be denied renewal of your driver's license. Juveniles may have their driver's license suspended or may be denied a driver's license.
6. **If you wish to enter a plea of Guilty or Nolo-Contendre (No Contest)**, please indicate in the proper space provided. Refer to the fine schedule to determine the total amount of fine(s) and costs acceptable to the court. These fines apply only to cases handled prior to trial or judgment being entered. Return your copy of the citation and this letter with you remittance payable to Bellmead Municipal Court to assure proper credit.
7. **If you wish to enter a plea of Not Guilty**, please indicate in the proper space provided on or before the appearance date. You will be notified when to appear for trial. You have the right to hire an attorney. The court will not appoint an attorney and will not refer you to an attorney. You may find a list of licensed attorneys at www.texasbar.com.
8. **Driving Safety Course:** Under the law of the State of Texas, you may be eligible to request that one moving violation be dismissed by taking a driving safety course. You will lose that right if you do not provide the court with a written request to take the course on or before the appearance date shown on your citation. Only one moving violation may be dismissed. The request form is on the reverse side of this form or you can apply online at www.bellmeadtx.gov. You cannot request this type of dismissal if you were driving 95 MPH or 25 MPH or more over the posted speed limit, were cited for passing a school bus, or hold a commercial driver's license.

FINE INFORMATION CAN BE FOUND AT WWW.BELLMEADTX.GOV OR CONTACT THE COURT

PAYMENT INFORMATION:

No personal checks accepted.

1. Cashier's checks or money orders payable to Bellmead Municipal Court.
2. Cash, cashier's checks, money orders, credit cards, and debit cards in person at the court office.
3. Pay online at www.bellmeadtx.gov or by phone at (866)282-1255.

If you are financially unable to pay your fine or court costs fully, in one payment, there are other options, such as time payment plans and community service hours. You can set up a time to see the judge and give sworn testimony regarding your financial situation. In certain situations of extreme financial hardship, the judge may reduce the fine and court costs or eliminate them completely depending on the severity of your financial situation.

PLEA FORM

Full Name: _____ **Date of Birth:** _____

Driver's License #: _____ **State:** _____

Citation #: _____ **Citation Date:** _____ **Date Indicated to Appear:** _____

Current Mailing Address: _____

Home/Cell Phone #: _____ **Email:** _____

CHECK ONE:

1. I hereby enter a plea of GUILTY and waive my appearance for trial.
2. I hereby enter a plea of NOLO CONTENDRE (NO CONTEST) and waive my appearance for trial.
3. I hereby enter a plea of NOT GUILTY and request a trial by jury.
4. I hereby enter a plea of NOT GUILTY, waive my right to a jury trial, and request a trial by judge.

Signature: _____ **Date:** _____

**DRIVING SAFETY OR MOTORCYCLE OPERATOR COURSE DISMISSAL PROCEDURES
UNDER ARTICLE 45.0511 CODE OF CRIMINAL PROCEDURE A CERTIFIED RETURN RECEIPT IS REQUIRED
DO NOT TAKE THE DRIVING SAFETY COURSE BEFORE YOU RECEIVE PERMISSION FROM THE COURT**

If you apply for the Driving Safety Course and do not meet the requirements, you will forfeit the \$10 administrative fee, and the full amount of the fine becomes due immediately. You must return all necessary paperwork to the court in order to receive dismissal of the charge. If you fail to meet the deadline, a warrant for your arrest may be issued and/or the renewal of your driver's license may be denied.

1. Submit a copy of a valid Texas driver's license or permit. CDL license holders not eligible.
 - a. Submit a copy of a valid state issued license or permit from another state and a copy of your military ID card if you are a member of the United States Military serving on active duty or you are a spouse/dependent of an active duty member of the United States Military.
2. Submit proof of current financial responsibility(liability insurance) that lists you as a covered driver.
3. Submit a copy of your Type 3A Certified Driving History from the Department of Public Safety.
4. Submit a cashier's check or money order in the amount of \$144.00 (\$169.00 if cited in a school zone) made payable to Bellmead Municipal Court.
5. Driving Safety/Motorcycle Operators Course must be completed 90 days after plea and request are received.

SWORN AFFIDAVIT

I hereby swear or affirm that I have not taken a driving safety course in the twelve months preceding this offense for a ticket dismissal. I am not in the process of taking a driving safety course under Article 45.0511 Code of Criminal Procedure that is not yet reflected on my official DPS record.

Under Penalty of Perjury x _____ **Signature**

Sworn to and subscribed before me, the undersigned authority on _____, 20 ____.

X _____ **Notary Public**