

I WAS ISSUED A CRIMINAL / TRAFFIC CITATION, NOW WHAT?

You must enter a written plea to the charge(s) listed on the citation *no later than the “on or before” date shown on the citation*. **Complete the Plea Form on the back of this page and submit it to the court listed on your citation.**

Plea Definitions

- **No Contest:** You do not contest the charge(s), but you do not admit guilt. You agree to waive the right to trial and pay the fine and costs.
- **Guilty:** You do not contest the charge(s) and you admit guilt. You agree to waive the right to trial and pay the fine or costs.
- **Not Guilty:** A plea of Not Guilty means that you intend to contest the charge(s) against you. You must decide whether you will want a trial by judge or a trial by jury. Your case will then be scheduled for trial, and you will be mailed and/or emailed notice of when to appear for an **in-person** pre-trial hearing.

Juveniles and Minors

Juveniles (16 years or younger) must appear before the judge *with a parent or guardian* to enter a plea. **Minors (17 - 20 years)** charged with alcohol or tobacco offenses must appear before the judge to enter a plea. You will be notified by mail of the date and time you are to appear for a plea hearing. ***This hearing date will replace any appearance date indicated on the citation.***

IF I DON'T CONTEST MY CITATION, HOW CAN I TAKE CARE OF IT?

Pay citations in full: Appear in person, pay online, or mail in payment. *Submitting full payment for your fine and costs constitutes a plea of ‘No Contest’ and the offense will be reported as a conviction.*

Extension to pay in full or payment plan: Enter your plea in writing and submit it to the court by your due date. The offense will be reported as a conviction. You will be given 30 days to pay in full. If not paid within 30 days a \$15 time-payment fee will be added.

Community Service: Enter your plea in writing and submit it to the court by your due date. The offense will be reported as a conviction. You will be ordered to complete enough community service hours to satisfy the assessed fines and costs.

- If performing community service imposes an undue hardship, a defendant who is **Indigent** or who lacks sufficient resources to pay may be entitled to a waiver of the fine and costs, in whole or in part. *An application is required, and a hearing may be necessary.*

Jail Credit: A defendant may be entitled to jail credit in certain circumstances if the defendant was confined in jail or prison after the commission of the offense pending in justice court. Enter your plea in writing and submit it to the court by your due date.

Compliance Dismissals: Certain offenses—such as Expired Registration, Expired Driver’s License, or Defective Equipment—may be eligible for dismissal if the issue is corrected. For example, if your registration was expired, you must renew it and pay the associated penalty fee to the tax assessor’s office. To request dismissal, you must submit *proof* of correction to the court either the 20th day after your citation date or the “on or before” date listed on your citation. These types of dismissals may carry a dismissal fee of up to \$20. If you were cited for No Insurance but had valid insurance coverage **at the time of the traffic stop**, you may present proof to the court for dismissal with no fee. However, if you did not have current insurance at the time of the stop, the citation is not eligible for dismissal but may be eligible for a deferred disposition. Contact the court for details.

Driving Safety Course (DSC) Dismissal – DSC Eligibility Requirements Checklist

- | | |
|--|---|
| <input type="checkbox"/> Enter your plea in writing by the “on or before” date | <input type="checkbox"/> Have not completed a DSC course in the previous 12 months |
| <input type="checkbox"/> Have a valid Texas Non-Commercial driver’s license | <input type="checkbox"/> Violation was not construction zone with workers present |
| <input type="checkbox"/> Provide current liability insurance in <i>your</i> name | <input type="checkbox"/> Violation was not committed while passing a school bus |
| <input type="checkbox"/> Speed violation was not more than 94 mph | <input type="checkbox"/> Agree to pay court costs of \$144.00 (\$169.00 if in a school zone) |
| <input type="checkbox"/> Speed violation was not more than 24 mph over limit | Send payment (or proof of online payment) with plea form and insurance to the appropriate court. |

Schedule of Acceptable Fines					
Fine amounts subject to change without notice. Additional amounts apply if in School or Construction Zones					
Speeding					
1 – 10 mph over limit	\$195.00	21 – 24 mph over limit	\$280.00	No Insurance or No Driver’s License	\$300.00
11 – 15 mph over limit	\$210.00	25 – 27 mph over limit	\$300.00	Driving While License Invalid (DWLI)	\$300.00
16 – 20 mph over limit	\$235.00	28 mph or more over limit	\$330.00	Fail to Move Over for Certain Vehicles	\$690.00
				Fail to Stop for School Bus	\$690.00
To find your fine online, you may view your case at www.gillespiecounty.org . Select Online Records Search, then Courts & Justice Public Records Search, then Criminal Case Records, then Search by, and select an option to search.					

Complete and sign the Plea Form on the back of this page, then submit it to the court listed on your citation – either in-person, by mail, or by email (pdf format preferred).

Precinct Two
Judge: Steven T. Wetz
Phone: 830-307-3737, Ext 2
Fax: 830-997-1540
JP2office@gillespiecounty.org

Precinct Three
Judge: Richard P. Priess
Phone: 830-307-3737, Ext 3
Fax: 830-997-1540
JP3office@gillespiecounty.org

Precinct Four
Judge: Todd A. Metzger
Phone: 830-307-3737, Ext 4
Fax: 830-997-1540
JP4office@gillespiecounty.org

GILLESPIE COUNTY JUSTICES OF THE PEACE
125 West Main Street
Fredericksburg, TX 78624
Office Hours Monday – Friday, 9am – 4pm
www.gillespiecounty.org

PLEA FORM

COMPLETE THIS FORM AND RETURN IT TO THE COURT LISTED ON YOUR CITATION

Citation Number: _____
Full Name: _____
Date of Birth: _____
DL/ID Number: _____ State of Issuance: _____
Mailing Address: _____
Phone Number: _____
Email: _____

☐ Use email as my main form of contact. (Some correspondence may still be mailed.)

Select Your Plea, choose one:

SEE REVERSE SIDE FOR MORE INFORMATION

- ☐ No Contest
- ☐ Guilty
- ☐ Not Guilty

If Not Guilty, choose one:

- ☐ Trial by Judge
- ☐ Trial by Jury

If you selected No Contest or Guilty, choose one disposition option:

- ☐ Pay in Full (online, in person, or by mail)
- ☐ Promise to Pay in 30 Days (\$15 fee applies if paid after 30 days)
- ☐ Request Payment Plan (\$15 fee applies if paid after 30 days)
- ☐ Request to Take a Driving Safety Course
(see Eligibility Requirements Checklist on the back of this form)
- ☐ Request Community Service in lieu of payment
- ☐ Request for Indigency Affidavit

Signature (required): _____ **Date:** _____

PAYMENT BY DEBIT/CREDIT CARD: (requires a service fee)

By Internet at ACI Payments, Inc: www.officialpayments.com

1. Select: Local Payments
2. Enter Jurisdiction Code: Precinct 2 = 6594 Precinct 3 = 7423 Precinct 4 = 7422
3. Enter Citation Number on your ticket/citation or use your Driver's License number with state abbreviation.

By Phone: 1-888-272-9829, Press 3 for "Other Payments" and use the proper Jurisdiction Code above.

PAYMENT BY CASHIER'S CHECK OR MONEY ORDER MAY BE MAILED TO THE COURT LISTED ON YOUR CITATION OR THE ADDRESS ABOVE.