

**Gillespie County, Justice Court, Precinct One
125 West Main Street
Lower Level
Fredericksburg, TX. 78624**

Precinct One
Judge: J.D. Hickman Phone:
830-307-3737, Ext. #1 Fax:
830-990-1115
jp1office@gillespiecounty.gov

PLEASE READ THIS FORM AND COMPLETE THE REVERSE SIDE

THE APPEAR BY DATE LISTED ON YOUR CITATION IS THE DATE BY WHICH YOU MUST ENTER A PLEA WITH THE COURT—THERE IS NO COURT HEARING SET UNTIL THAT IS RECEIVED.

Please note: The Judge is refrained from any communication with litigants outside of the courtroom. If you wish to plead your case to the Judge, please submit a Plea Reply Form to have a hearing set. Contacting the judge outside of court about a pending case is considered ex parte communication and could result in serious consequences.

To Enter Your Plea:

- 1) Complete the Plea Reply Form listed on the backside of this document.
- 2) Mail, email, or drop off your completed form to the Court listed on your citation, on or before your Appear by Date.

*For your convenience, you may also place it in the Drop Box on the back porch of our building.

NOTE: PHONE CALLS DO NOT CONSTITUTE AN APPEARANCE ON YOUR CASE.

THE COURT CANNOT AND WILL NOT ACCEPT A PLEA BY PHONE.

JUVENILES (16 & younger) MUST appear before the Court, in person, with their parent/guardian. The Court will notify you by mail of a date to appear in Court. THIS WILL REPLACE YOUR APPEAR BY DATE LISTED ON YOUR CITATION.

MINORS (17 – 20 years old) with alcohol or tobacco charges must appear before the Judge to enter a plea. The Court will notify you by mail of a date to appear in Court. THIS WILL REPLACE YOUR APPEAR BY DATE LISTED ON YOUR CITATION.

DRIVER'S SAFETY COURSE QUALIFICATIONS & DOCUMENTS TO SUBMIT

1. VALID TEXAS DRIVER'S LICENSE (CDL DRIVERS & OUT OF STATE LICENSES ARE NOT ELIGIBLE)	5. NOT COMPLETED A COURSE IN PREVIOUS 12 MONTHS
2. CURRENT INSURANCE IN YOUR NAME	6. NOT IN CONSTRUCTION ZONE
3. SPEED NOT MORE THAN 94 MPH	7. NOT PASSING A SCHOOL BUS
4. SPEED NOT MORE THAN 24 MPH OVER POSTED LIMIT	

1. Submit this Plea Reply Form with Driver's Safety Course checked;
2. Current proof of insurance in **YOUR** name;
3. Money order, cashier's check, or debit/credit card receipt in the amount of \$144.00 court costs (169.00 for school zone violations), payable to Gillespie County Justice Court, Precinct 1
4. **THESE MUST BE RECEIVED PRIOR TO YOUR APPEAR BY DATE.**
5. Upon receipt, the Court will send a confirmation letter if you are granted Driver's Safety Course, and will give you 90 days to complete the course. If all requirements are not completed and submitted timely, the case will be reported as a conviction to The Texas Department of Public Safety and any remaining balance of the fine will become due immediately. ***If you are denied for DSC, you will be notified of what your options are.***

WARNING: IF YOU FAIL TO RESPOND TO THIS CHARGE BY THE APPEAR BY DATE SHOWN ON YOUR CITATION, THE COURT MAY CHARGE YOU WITH AN ADDITIONAL OFFENSE FOR VIOLATE PROMISE TO APPEAR OR FAILURE TO APPEAR, ISSUE A WARRANT FOR YOUR ARREST, AND SUSPEND RENEWAL OF YOUR DRIVER'S LICENSE.

TO ENTER A PLEA FOR A DIFFERENT COURT, USE THE FORM RESPECTIVE TO THAT COURT.

PLEA REPLY FORM**I HEREBY ENTER MY PLEA OF:** NO CONTEST

WAIVING RIGHT TO TRIAL BY JUDGE/JURY

 GUILTY

WAIVING RIGHT TO TRIAL BY JUDGE/JURY

 NOT GUILTY TRIAL BY JUDGE TRIAL BY JURY

SIGNATURE: _____

DATE: _____

NAME (PRINTED): _____

DRIVER'S LICENSE NUMBER: _____

MAILING ADDRESS REQUIRED: _____

PHONE NUMBER: _____ EMAIL: _____

IMPORTANT: *You will be notified by mail, and/or email of the date and time of all court proceedings. It is YOUR RESPONSIBILITY to keep your address current with the Court.*

IF YOU SELECTED TO PLEA NO CONTEST OR GUILTY ABOVE, SELECT **ONE** OF THE OPTIONS BELOW:*(There may be additional fees or requirements based on the selection made. It is your responsibility that you ensure you follow up on those requirements or fees.)*

- I NOW ENCLOSE MY PAYMENT IN FULL.
- I HEREBY PROMISE TO PAY IN 30 DAYS.
- I REQUEST A PAYMENT PLAN.
- I REQUEST COMMUNITY SERVICE.
- I REQUEST AN AFFIDAVIT OF INDIGENCE OR INABILITY TO AFFORD COSTS.
- I REQUEST JAIL CREDIT FOR TIME SERVED AFTER THIS CITATION DATE.
- I REQUEST TO TAKE A DRIVING SAFETY COURSE.

I HAVE INCLUDED THE REQUIRED DOCUMENTS FOR DRIVER'S SAFETY COURSE, AND I MEET ALL OF THE QUALIFICATIONS LISTED ON THE OTHER SIDE OF THIS FORM.

A Deferred Disposition or a Compliance Dismissal requires a written request to the Court and is granted solely at the Judge's discretion, and may require additional costs and fees.

See Notices and Forms on the Justices of the Peace sites at www.gillespiecounty.gov for a form.

PAYMENT INSTRUCTIONS:

To see payment amounts, you may view your case online at www.gillespiecounty.gov and going to RECORDS SEARCH; OR you view the Justice Court webpages for the Schedule of Acceptable Fines. (Fine amounts may change without notice, additional costs may also apply.)

**Ensure you pay the correct Court, failure to pay the correct court will result in your payment being refunded to you by check and sent to you by USPS mail. **

Payment by Debit/Credit Card: (requires a service fee)

1. Go to www.officialpayments.com
2. Select: Local Payments
3. Enter Jurisdiction Code: Precinct 1 – 6593
4. Enter your citation number (listed on your ticket) or use your Driver's License Number.

By Phone: (DO NOT CALL THE COURT TO MAKE PAYMENT)

1. Call 1-888-272-9829
2. Press 3 for "Other Payments"
3. Enter Jurisdiction Code: Precinct 1 – 6593
4. Enter your citation number (listed on your ticket) or use your Driver's License Number.

Payment by cashier's check or money order may be mailed to the appropriate court at the address above.

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