

TOOL MUNICIPAL COURT  
701 N TOOL DRIVE  
TOOL, TEXAS 75143

OFFICE: 903-432-3522  
FAX : 903-432-3867

**Tool Municipal Court is open Monday thru Friday 8:00 a.m. to 4:00 p.m. and closed between noon and 1:00 p.m. for lunch with the exception of holidays.**

All Payments should be made payable to the Tool Municipal Court by Cashiers Check, Money Order, or Cash.

This letter is furnished as a courtesy to you by the Tool Municipal Court to assist you in making a disposition of the charge(s) against you. PLEASE NOTE: The Judge cannot discuss the merits of pending judicial proceedings prior to trial. This means the Judge cannot discuss your citation with you prior to trial.

The Clerk or Judge is available for telephone calls to assist you in making disposition on your citation. Please remember the Judge cannot discuss the merits of your case but will assist you in procedural information.

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#### APPEARANCE AND PLEA

##### YOU MUST APPEAR:

- IN PERSON on or before the appearance date given on your citation
- BY MAIL, enter your appearance by completing the plea form on this handout and returning to the Court. When entering a plea of guilty and paying your citation by mail, send a copy of your citation.
- If you plea not guilty, a trial date will be set and you will be notified accordingly.

##### PERSONS UNDER 17 YEARS OF AGE;

- Must appear with a parent or legal guardian or proof of marriage.
- Must appear before the Judge, no pleas by mail.

##### PERSONS UNDER 21 YEARS OF AGE (ALCOHOL RELATED OFFENSES)

- Must appear before the Judge, no pleas by mail.
- Must appear with a parent or legal guardian if under 18 years of age

##### PERSONS CHARGED WITH TOBACCO OFFENSES;

- Must appear before the Judge, no pleas by mail.
- Must appear with a parent or legal guardian if under 17 years of age.

**THIS COURT DOES NOT ACCEPT TELEPHONE CALLS AS AN APPEARANCE BEFORE THE COURT. IF YOU DO NOT MAKE DISPOSITION ON YOUR CITATION BY ONE OF THE OPTIONS GIVEN ON THE COURTESY LETTER, YOU MUST APPEAR BEFORE THE COURT IN PERSON OR BY COUNSEL ON THE APPEARANCE DATE SHOWN ON YOUR CITATION. FAILURE TO APPEAR WILL RESULT IN AN ADDITIONAL CHARGE BEING FILED AGAINST YOU FOR VIOLATING YOUR PROMISE TO APPEAR WITH A FINE NOT TO EXCEED \$500.00 AND ADDITIONAL STATE FEES WILL BE INCURRED.**

FINE SCHEDULE AND PLEA FORMS ARE ON THE REVERSE SIDE

TOOL MUNICIPAL COURT-----UNIFORM TRAFFIC NOTICE-----TOOL MUNICIPAL COURT

REPLY FORM

Please enclose a copy of the citation, or provide the following information.

Defendant: \_\_\_\_\_
Address: \_\_\_\_\_
Home Phone \_\_\_\_\_
Work Phone \_\_\_\_\_
Employer: \_\_\_\_\_
Driver License No.: \_\_\_\_\_
Citation No. \_\_\_\_\_ Date Issued \_\_\_\_\_

FINE SCHEDULE

Table with 2 columns: OFFENSE, AMOUNT DUE. Rows include Speeding over the limit (30/50/55 mph) with amounts from 151.10 to 193.10.

25 OVER S/L MUST SEE JUDGE

\*\*NOT ELIGIBLE FOR DSC/DEF DISPO.\*\*

Table with 2 columns: Offense, Amount. Rows include No Liability Insurance (1st/2nd Time), Inspection Sticker Violation, Registration Violation, No Driver License, Expired Driver License, Fail to Display Driver License, Stop Sign Violation, Violate Promise to Appear, Animal at Large, Junked Vehicle.

IF THE VIOLATION IS NOT LISTED OR OCCURRED IN A CONTRUCTION ZONE WITH WORKIERS PRESENT, YOU WILL NEED TO CONTACT THE COURT FOR THE AMOUNT DUE.

Disclaimer: This brochure if furnished as a Courtesy and may be changed at the discretion of the Court.

PAYMENT OF FINE

I enter a plea of guilty no contest, waive jury trial, And enclose the scheduled fine amount.

Date \_\_\_\_\_ Defendant's signature

Plea of Not Guilty, Request For Trial

I enter a plea of not guilty and I waive my right to a jury trial, request trial by Judge request a jury trial

I understand that the Court will notify me by mail of my trial setting.

Date \_\_\_\_\_ Defendant's signature

Driving Safety Course or Motorcycle Operator Training Course Dismissal :

I plead no contest to the traffic offense and waive a trial by jury. I elect to take the Driving Safety Course or Motorcycle Operator Training Course.

- I have a valid Texas driver's license
I do not have a CDL(Commercial Driver License)
I am not charged with speeding 25 mph or more over the posted speed limit, speeding in a construction zone with workers present or passing a school bus.
I have not completed an approved course within 12 months preceding the date of the offense.
I have attached proof of financial responsibility as required by Section 1A, Texas Motor Vehicle Safety Responsibility Act. (Proof of Insurance)
I have enclosed the Court mandatory administrative fee and State fees of \$107.00. Must be cashiers check or money order. Your affidavit and request must be signed before a Notary Public.

I understand that the Court will defer imposition of the judgment for 90 days to allow me to take an approved course. I understand that I must return to court to present a certificate of completion, my driving record, and an affidavit stating that I was not taking a course for dismissal of a traffic offense on the date I made the request to take the course, and that I have not completed a course that is not shown on my driving record within the 12 months preceding the date of the offense. If all requirements are met the Court will remove the judgment and dismiss the charge. If I fail timely to comply, I will be required to pay the Fine.

DATE DEFENDANT'S SIGNATURE

SWORN TO AND SUBSCRIBED TO BEFORE ME, A NOTARY PUBLIC ON \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

Commission expires Notary Public in and for the State of Texas