

## MUNICIPAL COURT HOURS

MONDAY-FRIDAY

8 A.M. TO 5 P.M.

CLOSED NOON TO 1 P.M.

CLOSED ON HOLIDAYS

Construction Zone, Work Zone, or Accident	Fines Double	
Driver Safety Course (DSC)	Must Request On or Before Appearance Date	Speeding >25MPH over limit – or CDL Holder - Not Eligible Automatic Denial
Deferred Disposition	Judge's Option. Offered on Specific Offenses. CDL Holder – Not Eligible Automatic Denial.	
Provisional Drivers Under 18 Yrs Age	Must Complete DSC (Required for Each Offense)	

**Contact court for total amount**

**Allow 3 to 5 days after you receive your citation for the Court to have your information available**

**This Court actively utilizes the Texas Department of Public Safety's Statewide Violation Reporting System, Failure to Appear/Pay System, and a Certified Collection Agency.**

**You may be able to require that this charge be dismissed by successfully completing a driving safety course or a motorcycle operator training course. You will lose that right if, on or before your appearance date, you do not provide the Court with notice of your request to take the course.**

**Article 45.0511(q),  
Code of Criminal Procedure**



**This Court accepts payment by phone or in person through the use of Master Card, Visa, or Discover (Credit/Debit).**

You will be charged an additional 3% processing fee. Have your Citation Number available when calling **(325)625-4116**.

CITY OF COLEMAN, TEXAS

MUNICIPAL COURT

TX LIC #04201



**JUDGE ROBERT J. NASH**

**PRESIDING**

200 W. LIVEOAK (In Person)

P.O. BOX 592 (By Mail)

COLEMAN, TX 76834

**325.625.5236** Office & Voice Mail

325.625.5837 Fax

JudgeNash@web-access.net

[www.cityofcolemantx.us/court](http://www.cityofcolemantx.us/court)

This brochure is prepared to assist you in understanding court proceedings and to inform you of your rights and duties.

Your **DECISION** is to select what option you will choose to enter a **PLEA IN YOUR CASE**. You may plead guilty, nolo contendere (no contest), or not guilty. **BEFORE YOU ENTER A PLEA, UNDERSTAND the following:**

**Plea of Guilty:**

A plea of guilty means you are admitting that you are guilty of the violation(s) as charged. Results in a conviction on your record and balance due.

**Plea of Nolo Contendere:**

A plea of nolo contendere (no contest) means that you are not contesting the charge against you; however, a plea of nolo contendere generally cannot be used against you in a civil suit for damages. Results in a conviction on your record and balance due. *Payment of citation balance constitutes an automatic Plea of No Contest if no plea is entered by mail or in person.*

**Plea of Not Guilty:**

A plea of not guilty means that you deny guilt. Your case will be set for a Pre-Trial Hearing and will be required by Court Order to be present, in person, at the Court on a date and time specified by the Court. These proceedings could lead to a trial by Judge or Jury. If you plead not guilty, you are strongly advised to hire an attorney to represent you. You, and no one else, except your attorney can handle your court matters.

**Contact court for total amount**

**Steps to Resolve the Citation You Just Received**

**Step One: Appear before the Court**

Your first requirement is to appear before the court by the date shown on the bottom of your citation. **You may appear in person, by mail, or by attorney.** A simple phone call, before the appearance date, to this court can also assist you with guidance on appearing and the total amount due for the citation. If you **fail to appear** by the date listed, then a Warrant may be issued for your arrest and an additional violation of Failure to Appear may be issued. You can also be denied the ability to renew and/or receive your driver's license.

**Step Two: Enter a Plea**

**Step Three: Guilty or No Contest / Request Driver Safety Course (DSC) /or/ Request Deferred Disposition /and-or/proceed to step four.**

**Step Three: Not Guilty / After Plea is entered, then the Court will mail you official instructions regarding your required Pre-Trial Appearance.**

**Step Four: Pay the Dollar Amount Due.**

*This step can be your last step if you plead guilty or no contest and pay the citation costs. In this option the violation is not dismissed and will be added to your record.*



**Two Options to Keep this Off of Your Record:**

**(Option 1) Driver Safety Course (DSC)**

Who can, cannot, or must complete a DSC: CDL License Holders and Speeding greater than 25 mph over the posted limit - do not have the option to take the DSC. Drivers who have already completed a DSC within the last 12 months do not have the option to take a DSC again. A \$10.00 administrative fee plus court costs, totaling \$109.10, is paid to this court at the time DSC is authorized by this court. You, the Defendant, are required to find your own course. Proof of completion, original only, must be submitted to this court within the timeframe set by this court, typically 90 days, in order for your citation to be dismissed. DSC can also be submitted to your insurance company for possible discounted savings. If you fail to request this on or before your appearance date, then the Court is not required to authorize this option.

**(Option 2) Deferred Disposition**

This is an option reserved by the Judge of the Court and must be requested and considered. This option may only be authorized in certain circumstances for certain offenses. Having chosen to Plead Guilty or No Contest, you MAY be eligible for Deferred Disposition, if you hold a Commercial Driver's License (CDL), then you are automatically ineligible for this option. You must appear (Step One) before this court, on or before your appearance date, to request Deferred Disposition and pay the associated fees. If approved, one condition of your "probation", you must not receive another citation during the period set by this court. After your "probation" period ends, then you are required to submit a Notarized Affidavit stating for the record that you have received no citations during the probation period. This will keep the original violation(s) from being reported on your driving record.

You, the Defendant, can use the Plea Form on this page to **complete Step One and appear** before the Coleman Municipal Court.

**PLEA FORM FOR ANY CITATION**

*Fax, Scan, Drop Off, or Mail this form to the court*

NAME: \_\_\_\_\_

(Print) First Middle Last

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CITATION NUMBER: \_\_\_\_\_

DATE CITATION RECEIVED: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm / dd / yyyy

**INITIAL EACH BOX THAT APPLIES TO YOU (only one plea may be selected):**

I hereby enter a **plea of GUILTY** and enclose a cashier's check or money order for the total amount of the fine and waive my right to trial.

And I request Driver Safety Course  
/OR/

I request consideration for Deferred Disposition

I hereby enter a **plea of NOLO CONTENDERE** and enclose a cashier's check or money order for the total amount of the fine and waive my right to trial.

And I request Driver Safety Course  
/OR/

I request consideration for Deferred Disposition

I hereby enter a **plea of NOT GUILTY** and request a trial by: (Select one by initialing in the box)

Bench Trial (By Judge)

/OR/  
 Jury Trial

SIGNATURE: \_\_\_\_\_

DATE OF SIGNATURE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm / dd / yyyy

*Refer to the front of this brochure for this court's fax, email, or mailing address; and credit/debit card instructions. Call the court to get the total amount due.*