

Appearance & Plea by Mail

Juveniles (age 10-16) must appear at the municipal court accompanied by a parent or guardian.

If you wish to plead Guilty or No Contest to the offense(s) charged, and pay the amount due, you may either pay by mail, pay in person at the Alma Municipal Court Office or pay online at <https://www.trafficpayment.com>; Docket Number is your Citation Number.

1. For payment, contact the Court at 469-456-0403 to learn the proper amount due.
2. Circle a plea (either Guilty or No Contest) for each offense charged.
3. Sign the statement on the line for **Defendant's Signature** and **CLEARLY** print your name and Citation #.
4. Items that must accompany a Plea and Payment by MAIL:
 - A) Make money order made payable to the City of Alma.
 - B) Copy of your Driver's License
 - C) This form signed by you.
 - D) Mail within 15 days to Alma Municipal Court, 104 Interurban Rd., Alma, TX 75119

Offense One

I hereby enter my plea of **GUILTY** or **NO CONTEST** (circle one) to Offense one charged on this citation, waive my right to a trial with or without a jury, consent to judgement being entered against me and agree to pay the penalty prescribed for my offense.

Offense Two

I hereby enter my plea of **GUILTY** or **NO CONTEST** (circle one) to Offense two charged on this citation, waive my right to a trial with or without a jury, consent to judgement being entered against me and agree to pay the penalty prescribed for my offense.

Offense Three

I hereby enter my plea of **GUILTY** or **NO CONTEST** (circle one) to Offense three charged on this citation, waive my right to a trial with or without a jury, consent to judgement being entered against me and agree to pay the penalty prescribed for my offense.

Defendant's Signature

PRINT NAME and CITATION #

CITY OF ALMA MUNICIPAL COURT

The Honorable Chris Macon, Municipal Judge



104 Interurban Rd.

Alma, TX 75119

Office Hours:

Monday-Thursday 9:00 AM—3:00

Friday 9:00 – 12:00

PM Court: 469- 456-0403

Email: courtclerk@cityofalmatx.gov

Website: www.cityofalmatx.gov

NO FAX

SCHEDULE OF ACCEPTABLE FINES

*Citations are considered delinquent after **15** days.*

Fines for ANY violation for speeding 25 mph or over, ANY violation for CDL holder, ANY violation committed in a construction zone with workers present, or ANY violation not listed below must be obtained by contacting the court.

NOTE: COURT COST ARE MANDATED BY THE STATE OF TEXAS AND ARE INCLUDED IN THESE FINES.

A TELEPHONE CALL IS NOT CONSIDERED AN APPEARANCE.

Speeding – 1 to 14 mph over limit.....	\$262.00
15 to 24 mph over limit.....	\$282.00
25 mph and more.....	call the court
Wrong Side of the Road.....	\$234.00
Fail to Signal.....	\$219.00
Illegal/Unsafe/Improper turn.....	\$219.00
Unsecured Child (under 8) ...	\$234.00
No Proof of Liability Insurance/FMFR.....	\$281.00
Fail to Dim Headlights.....	\$184.00
Failure to Wear Seatbelt.....	\$184.00
Racing.....	\$334.00
Permitting Unlicensed Person or Minor to Drive.....	\$284.00
Failure to Yield Right of Way to Emergency Vehicle.....	\$334.00
Operate Vehicle with Child in Open Bed.....	\$334.00
Run stop sign.....	\$234.00
Expired Vehicle Registration.....	\$219.00
Failure to Drive in Single Lane.....	\$234.00
Driving While License Invalid/DWLI.....	\$634.00
Failed to Yield Right of Way.....	\$234.00
No Drivers License.....	\$234.00
Open Container.....	\$334.00
Parking on Roadway.....	\$231.00
Failure to Appear.....	\$581.00

Unless a final judgment of conviction has been entered in your case, you have the right to enter a plea or go to trial on any offence charged.

You may contact the court if you are unable to pay the amount owed without undue hardship to yourself or your dependents. You may request a hearing before a Judge to consider your ability to pay and request any non-monetary compliance options available to you. You should be prepared to explain and document your financial situation to the court.

Driver Safety Course—An Option for Dismissal of Certain Moving Traffic Offense Charges

Contact the Court at (469) 456-0403 to learn if you are eligible and to determine the proper amount to send with your request.

I hereby acknowledge that in order to take an approved driving safety course as authorized under Art. 45.0511 of the Code of Criminal Procedure in lieu of conviction being entered on my driving record that:

1. I, the undersigned, do hereby enter a plea of **No Contest or Guilty** (circle one) to the offense charged and waive any further hearing before this Court.
2. I hold a valid Texas Driver's License or Permit.
3. I must enclose or present proof to the Court of Financial Responsibility.
4. My driving record does not indicate successful completion of a driving safety course within the past twelve (12) months from date of offense.
5. I understand that I must pay a fee and request a certified copy of my driving record from the Department of Public Safety (DPS).
6. I understand that I have ninety (90) days to take a driving safety course approved by the Texas Education Agency and to present a uniform certificate of course completion as evidence.
7. I understand that noncompliance with any portion of Part 2 through 6 listed above, with require that I appear at a show cause hearing; and if I fail to appear that show cause hearing, the Court will impose the fine and issue a Capias Pro Fine Warrant for my arrest.
8. I understand that when I have completed the driving safety course and returned the Uniform Certificate of Completion and Certified Copy of my Driving Record to the Court, the Court will dismiss my traffic offence.
9. I must enclose or pay the court processing fees at the time of my request. These are not refundable. **If mailing this form, contact the Court at (469) 456-0403 for the proper amount to send with your request.**
10. I solemnly swear or affirm that I am not currently in the process of taking a driving safety course and have not completed a course that is not yet reflected on my driving record.
11. I understand this form must be **NOTARIZED**.

YOU MUST BE APPROVED BY THE COURT BEFORE TAKING THE DRIVER'S SAFETY COURSE.

Defendant's Signature

SWORN TO AND SUBSCRIBED BEFORE ME this the _____ day of _____,

(SEAL)

Items that must accompany a request by MAIL:

- Check or money order made payable to the City of Alma.
- Copy of your proof of liability insurance.
- Copy of your valid Texas Driver's License.
- This form signed above by you.

NOTARY PUBLIC

Citation # _____