

**READ ALL OF THE FOLLOWING BEFORE CALLING THE COURT**

**IF MAILING FULL PAYMENT OF FINE PRINT THIS FORM, COMPLETELY FILL OUT, SIGN AND RETURN BOTTOM PORTION WITH MONEY ORDER**

Hon. Teresa Melendrez, Pct. 4  
206 Converse St.  
Eagle Pass, TX 78852  
Tel. (830) 773-9616 Fax (830) 757-1105  
Email: er.maverickjp4@gmail.com

Online payments: [www.co.maverick.tx.us](http://www.co.maverick.tx.us) (PLEASE BE SURE TO VERIFY CORRECT JP)

This courtesy letter is to assist you in making disposition of the charge(s) against you. By filling out and mailing this form by the appearance date, you will have taken care of your court date appearance. You will receive no further notice from our office. You must decide what PLEA you are going to enter, check the appropriate box and have the Signed copy in the JP office by the appearance date shown on the citation. Unless you have any further questions, there is no need to call.

If you enter a plea of **NOT GUILTY**, you will be notified by return mail of the court date set for your trial. You have the right to a trial by Jury, however you must request this prior to the court date.

If you enter a plea of **GUILTY** or **NOLO CONTENDERE (NO CONTEST)** the fine(s) and costs are due on the appearance date. Either plea indicates that you agree to waive appearance before the court for trial.

**Refer to the list of fines to determine the amount of fine(s) and costs assessed against you.**

Remit payment online by CREDIT CARD, by mail in a CASHIER'S CHECK or MONEYORDER (**PERSONAL CHECKS NOT ACCEPTED**) made payable to **JUSTICE OF THE PEACE PCT 4**. Return your payment with a copy of the citation and this letter to insure proper credit, to the address indicated above; Payment of fine(s) are due on the appearance date. **We do not accept partial payments.** If you would like to request a payment plan for your fine(s) please do so in writing when you enter your plea on or before the appearance date, you will be sent an application and agreement by mail to set up the payment plan.

If you received a citation for **EXPIRED LICENSE, REGISTRATION, INSPECTION, NO DRIVER'S LICENSE** or **NO INSURANCE**, the charge **MAY** be dismissed. Please contact the JP office for more information.

**DRIVER'S SAFETY COURSE** (Defensive Driving): You may request it by the appearance date if you have not taken the course in the past 12 months, have a valid Texas Driver's License, Insurance, cited for less than 25 MPH over speed limit and under 95 MPH. You would be responsible for submitting a copy of your driver's license, insurance and driving record (**Type 3A**) and the costs of **\$110.10** by the appearance date. Request an extension if necessary. **DO NOT TAKE THE DSC COURSE UNTIL IT'S BEEN APPROVED BY THE COURT.**

**DEFERRED DISPOSITION:** You may request if you have a valid Driver's License and Insurance. You would be responsible for the fine(s) **PLUS** a **\$50.00** Deferral Fee. Contact the JP office for more information.

**\*CDL holders are not eligible for DRIVER'S SAFETY COURSE or DEFERRED DISPOSITION.\***

CUT HERE ----- CUT HERE

**PLEA**

**Please check one below and mail in on or before your appearance date.**

- ( ) I enter a plea of NOLO CONTENDERE and request DEFERRED DISPOSITION.
- ( ) I enter a plea of NO CONTEST and enclosed is my fine.
- ( ) I enter a plea of NOT GUILTY and request a trial by ( ) Judge ( ) Jury
- ( ) I enter a plea of GUILTY and request DEFENSIVE DRIVING.
- ( ) I enter a plea of GUILTY and waive appearance for trial. Enclosed is my payment.
- ( ) I enter a plea of GUILTY and request a payment plan with Mav. County Collections Dept.

Print Name: \_\_\_\_\_ Ticket # \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_