

**INSTRUCTIONS:
(TRAFFIC CITATION)**

Failure to resolve your citation (s) by selecting one of the following options before your scheduled appearance date may result in (1) Issuance of a warrant for your arrest and an ADDITIONAL CHARGE FOR FAILURE TO APPEAR (with a fine of \$316), (2) Denial of the renewal of Your Driver License and (3) An ADDITIONAL DPS NOTIFICATION FEE OF \$30 PER VIOLATION. The phone number captured may be used for future courtesy calls by the court. (ie. Appearance reminder, warrant pending notification, etc.) Please call the court to OPT OUT of receiving calls or text messages.

SEALY MUNICIPAL COURT

415 Main Street
P O Box 517
Sealy, Texas 77474
979.885.6733 (telephone) 979.885.4784 (fax)

www.ci.sealy.tx.us

Court Lobby Hours

Monday - Friday 8:00 a.m. - 5:00 p.m.

**PLEASE ALLOW 3 DAYS AND READ ENTIRE
HANDOUT BEFORE CONTACTING COURT**


Note: The court date on your citation is an appearance date to process your case according to your plea. You will NOT be seeing the judge.

DRIVING DIRECTIONS TO COURT

From IH-10, take the 720 exit (Hwy 36 exit), turn left onto Hwy 36, turn left onto Main Street, Municipal Center is located on right, Municipal Court is located in City Hall.

Rev. 1.11.18

Your Options to Pay or Resolve This Citation:

- **Schedule of Fines:** Visit www.ci.sealy.tx.us for full listing or see page 2.
- **Pay by Mail:** The Court accepts cashier's check or money order payable to: Sealy Municipal Court at no extra fee. Do **NOT** send cash.
- **Pay Online / By Phone with Credit Card:** Visit www.ci.sealy.tx.us 24 hours a day OR Call **1-800-444-1187** Monday through Friday from 8 am-7 pm. VISA , MASTERCARD, DISCOVER and AMERICAN EXPRESS accepted. **Service Fees Apply** to all credit/debit charges. Allow 3 days before attempting to make payment. See page 3. 
- **Pay in Person:** Allow 3 days before coming to court. You may **NOT** send someone else in your place to pay in person. The defendant **must** appear in person for their initial appearance. **KIOSK available 24/7 at drive-thru on west side of City Hall.** See page 3.
- **Request Driving Safety Course:** Cannot pay online. See page 4.
- **Consequences of Neglecting This Citation:** See page 3.
- **Juvenile Appearance Requirements & Warning:** See page 3.
- **Contesting Your Ticket:** See page 3.

SCHEDULE OF FINES SCHEDULE OF FINES

Fine amounts include all State fees as mandated by the state legislature. Fine amounts are subject to change. For a full listing of fine amounts, go to www.ci.sealy.tx.us. If you are unable to pay the full amount of payment that is acceptable to the court, you may request a payment plan or to perform community service to discharge the full amount of costs, fine, and fees remaining by contacting the court.

| M.P.H. OVER LIMIT | SPEEDING IN POSTED ZONE | SPEEDING IN SCHOOL ZONE | SPEEDING IN CONSTRUCTION ZONE (WORKERS PRESENT) | | |
|---|-------------------------|-------------------------|---|---|---|
| Seatbelt Violations | | | | Violations below may be dismissed with Proof of Compliance (See instructions page 3). | |
| 1 - 9 M.P.H. | \$172 | \$274 | \$225 | Failure to Wear (15-older) Driver/Passenger \$164 | No Driver License on Demand \$115 |
| 10 - 14 M.P.H. | \$192 | \$294 | \$265 | Allow Individual to Ride Without Seatbelt (under 17 years & at least 4ø96 tall) \$219 | Expired Driver License \$142 |
| 15 - 19 M.P.H. | \$222 | \$314 | \$325 | Fail to Place Child Under 8 years in Child Safety Seat Unless 4ø96 Tall \$239 | Driver License Restriction/Endorsement \$142 |
| 20 - 29 M.P.H. | \$267 | \$324 | \$364 | More Violations | |
| 30 M.P.H. & Over | \$299 | \$324 | \$414 | Open Container of Alcohol \$286 | Expired Registration \$142 |
| Violations | | | | Unapproved Window Tint \$157 | No Front/Rear License Plate Attached \$142 |
| Ran Red Light/Stop Sign | \$202 | | | Altered/Blurred/Obstructed License Plate \$256 | Defective Equipment \$157 |
| Fail to Yield Right of Way | \$212 | | | No Driver License (when unlicensed) \$192 | No Insurance \$324 |
| Fail to Control Speed (Not in addition to Speeding) | \$212 | | | Driving While License Invalid / No Driver License Sr \$286 | No Insurance (second or subsequent offense) \$436 |
| Fail to Signal Intent to Change Lane | \$148 | | | Park, Stop or Stand in Roadway \$108 | |
| Drove Across Divided Section | \$178 | | | Parked in Handicapped Zone \$545 | |
| Drove Wrong Way | \$207 | | | Entering a NOT GUILTY plea | |
| Unsafe Speed | \$212 | | | <input type="radio"/> NOT GUILTY Signature: _____ The Court will send you notification of your pre-trial hearing date and time. You must come to court prepared to pay costs, fines, and fees related to any plea bargain offer. If you are unable to pay, then the court will not process the plea bargain offer. You may request a payment plan or community service to discharge your case at this time. If this is not satisfactory, you have the right to request a jury or judge trial. | |
| Unsafe Lane Change | \$207 | | | Citation No. _____ Phone: _____ | |
| Driving Without Headlights On | \$148 | | | E-Mail: _____ Date: _____ | |
| Failed to Change Lane or Slow Down for Authorized Emergency Vehicle | \$219 | | | I waive my right to request or want any exculpatory evidence. | |

Paying Before Your Court Date

Showing Proof of Compliance

Consequences of Neglecting Citation

Mail

We do **NOT** accept **PERSONAL** checks. You may pay your fine (s) by sending a cashier's check or money order made payable to Sealy Municipal Court. Do **not** send cash. Make sure to notate your citation number on the document and fill out completely before mailing.

Online

You may pay your fine (s) online at www.ci.sealy.tx.us. Go to online services and check the payment link. We accept VISA, MASTERCARD, DISCOVER and AMERICAN EXPRESS. Service fees apply to all Credit/Debit charges. Citations paid online must be paid in full. No partial payments, dismissal fees or DSC payments allowed.

By Phone

You may pay your fine by phone by dialing **1-800-444-1187** Monday-Friday 8-7 pm. We accept VISA, MASTERCARD, DISCOVER and AMERICAN EXPRESS. Service fees apply to all Credit/Debit charges.

In Person

You may pay on or before your scheduled appearance date and time. We are located in the City Hall building at 415 Main Street in Sealy, TX 77474. We accept VISA, MASTERCARD, DISCOVER and AMERICAN EXPRESS. Service fees apply to all Credit/Debit charges. Allow 3 days before coming to the court. **KIOSK available 24/7 at drive-thru on west side of City Hall.**

Contesting Your Citation

In Person

You may appear in person by your appearance date to set your case for pre-trial. You must present a copy of your driver license at this time.

By Mail

You may select a plea of Not Guilty on page 2 and mail it to the Sealy Municipal Court by your appearance date. You must enclose a photocopy of your driver license with your plea. Please make sure to sign, date and fill in the phone number prior to mailing your plea.

In Person

You may present the required proof on or before your scheduled appearance date for dismissal along with appropriate dismissal fee.

Mail

Prior to your scheduled appearance date, you may mail proof of compliance for the following violations:

1. Insurance

Send a photocopy of the insurance policy that was valid at the time the citation was issued. You may present proof for yourself or the vehicle you were driving for dismissal.

2. Driver License

No License on Demand: Send a photocopy of your proof of driver license appropriate for type of vehicle operated that was valid at the time of the stop along with a \$10 dismissal fee for dismissal.

Expired Driver License: Send a photocopy of your proof of renewal along with a \$20 dismissal fee for dismissal.

Failure to Report Name/Address Change: Send a photocopy of your proof along with a \$20 dismissal fee for dismissal.

Driver License Restriction/Endorsement Violation: Send proof restriction has been removed along with a \$10 fee.

3. Vehicle Registration

Expired Vehicle Registration: Send a photocopy of your proof of renewal with along with a \$20 dismissal fee for dismissal.

You must have paid the State Penalty fee on the receipt for it to qualify for dismissal. Failure to do so will result in full fine.

No Front/Rear License Plate Attached: Send a **photograph** of your proof along with a \$10 dismissal fee for dismissal.

Altered/Blurred/Obscured Plate: Send a **photograph** of your proof along with a \$10 dismissal fee for dismissal.

4. Defective Equipment: *Non-commercial vehicles only.*

Provide photocopy of receipt of correction along with a \$10 dismissal fee for dismissal.

5. Expired Disabled Parking Placard

If expired less than 60 days, you may provide proof of the renewal along with a \$20 dismissal fee for dismissal.

Failure to pay your fine, show proof of compliance or apply for a Driving Safety Course on or before your appearance date or failure to appear by your scheduled appearance date will result in:

1. A warrant issued for your arrest (\$50 warrant fee plus additional fees)=
2. A separate charge of Failure to Appear filed (\$316)=
3. Denial of Driver License issuance or renewal=
4. Referral to a collections vendor which will result in an additional collection fee of 30% of total fine.

If you miss your scheduled appearance date, contact the Court immediately. You may qualify to receive a one-time reset of your appearance court date. All reset requests must be made in writing.

Inability to pay the fine is not an excuse for failing to appear. If you are unable to pay the full amount of payment that is acceptable to the court, you may request a payment plan or to perform community service to discharge the full amount of costs, fine, and fees remaining.

Juvenile Appearance Requirements

If you are a juvenile (under 17 years of age) and you have been charged with a Penal Code or City Ordinance violation or a traffic citation, State Law requires that you must appear in Court with a parent or legal guardian. You may not pre-pay your fine or request DSC by mail. You will be receiving a parental summons by mail with a new juvenile docket appearance date. Please contact court immediately if address on citation is incorrect.

Juvenile Warning

A child and parent required to appear before the Court have an obligation to provide the Court in writing with the current address and residence of the child. The obligation does not end when the child reaches age 17. Before the seventh day after the date the child or parent changes residence, the child or parent shall notify the Court of the current address. A violation of this subsection may result in arrest and is a Class C misdemeanor.

Driving Safety Course (DSC) Request

(Taking this course will avoid points against your license.)

Instructions

You must request DSC (**not take the course**) on or before your appearance date or you will lose the right to elect it at a later time. It is too late to elect DSC at trial. Please allow 3 days from the date the citation was issued to make your request in person. **DO NOT pay the speeding fine if you are requesting DSC.** You only pay the appropriate fee below.

You are NOT eligible to take DSC if:

1. You hold a Commercial Driver License=
2. You have taken DSC for another citation dismissal within one year from the date of this citation=
3. You are charged with:
 - a. 95 miles per hour or more=or
 - b. Speeding 25 miles per hour or more over the posted speed limit=
 - c. Passing a school bus=
 - d. Committing a serious traffic violation=
 - e. Failing to stop and provide information or render aid after an accident=
 - f. Committing an offense in a construction zone when a worker was present.
4. You do not have a valid Texas Driver License or personal proof of liability insurance.

DSC REQUEST FEES:

Moving violations: \$109

School Zone Moving Violations: \$134

Juveniles **in person at court date only:** \$144

ITEMS TO MAIL OR BRING TO COURT FOR DSC REQUEST

1. Photocopy of your current auto liability policy (you must be a listed driver).
2. Photocopy of your valid Texas Driver License.
3. DSC Fee indicated above.
4. Completed and notarized DSC application.

MAIL - You must send the before mentioned documents along with the application completed and notarized. Failure to send in all documentation with the application will VOID your request and you will be convicted on the charge filed against you. You must also make sure the envelope is post marked by your appearance date or your request will be DENIED. No exceptions.

IN PERSON - You may apply for DSC on or before your scheduled appearance date. You may pay with cash, money order, cashier's check, VISA, MASTERCARD, DISCOVER AMERICAN EXPRESS at the window (Service Fees Apply on Credit/Debit Charges). The court can notarize your application for you upon your request.

Upon the court's receipt of your request, you will have 90 days to:

1. Complete a DSC. **Do not take it prior to filing your request with the court;**
2. Order a certified copy of your driving Record from Texas Department of Public Safety=
3. Submit your certificate of completion of the course (Court's Copy) signed and the a copy of your driving record. If you use the court's application for driving record, the record will be mailed directly to the court for you.

If you fail to comply with any of the above-stated requirements, you will have a conviction on your driving record, and you will be required to pay the fine amount left as your balance. Failure to pay this fine amount will result in a capias pro fine warrant for your arrest to be issued.

Driver Safety Course Application

I hereby waive my right to a trial by jury and plead:

GUILTY

NO CONTEST

Signature: _____ Date: _____

Phone Number: _____ Citation No.: _____

I am submitting **ALL** of the following documents:

A photocopy of my current auto liability policy A photocopy of my valid Texas driver license

A cashier's check or money order made out to **SEALY MUNICIPAL COURT** in the amount of \$109.00 **OR** \$134.00 (School Zone). **NO PERSONAL CHECKS ACCEPTED.** It will be returned and you may lose right to request if not re-filed timely before original appearance date on citation.

Payments submitted on violations that do not qualify or without all the documents stipulated above will be accepted along with the plea and a conviction entered against you. The remainder of the fine will be due within 30 days. You may appeal within that 30 day period.

STATE OF TEXAS

COUNTY OF _____

AFFIDAVIT

_____, after first being by me duly sworn, declares that:

1. He/she currently holds a valid Texas driver's license that is not a commercial driver's license
2. he/she is not in the process of taking a driving safety course for another citation filed in another court
3. he/sh has not taken DSC within 12 months of this citation for dismissal of a citation
4. he/she has current valid proof of personal financial responsibility (insurance).

Affiant's Signature

Subscribed and sworn before me, this the _____ day of _____, 20_____.

Notary Public in an for the State of Texas