

**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 TX 77474  
979.885.6733 (office) | 979.885.4784 (fax)

[www.ci.sealy.tx.us](http://www.ci.sealy.tx.us)

**Court Lobby Hours:** Monday - Friday 8:00 am - 5:00 pm  
Closed on National Holidays and 2nd Thursday in October

**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 on that date. You may appear in person or by mail as described in the following pages. Thank you.

**Officer Compliment or Complaint contact:**  
P. O. Box 517, Sealy TX 77474 | 979.885.2913  
<http://www.sealypolice.com/thankofficer.html>

### **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.

### **Your Options to Pay or Resolve This Citation:**

- **Schedule of Fines:** Visit [www.ci.sealy.tx.us](http://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](http://www.ci.sealy.tx.us) 24 hours a day OR Call **1-800-444-1187** Monday through Friday from 8 am-7 pm and Saturday 9-2 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. 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.



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## 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](http://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		Expired Registration \$142
30 M.P.H. & Over	\$299	\$324	\$414		No Front/Rear License Plate Attached \$142
<b>Violations</b>				<b>More Violations</b>	Altered/Blurred/Obstructed License Plate \$256
Ran Red Light/Stop Sign	\$202			Open Container of Alcohol \$286	Defective Equipment \$157
Fail to Yield Right of Way	\$212			Unapproved Window Tint \$157	No Insurance \$324
Fail to Control Speed (Not in addition to Speeding)	\$212			No Driver License (when unlicensed) \$192	No Insurance (second or subsequent offense) \$436
Fail to Signal Intent to Change Lane	\$148			Driving While License Invalid / No Driver License Sr \$286	
Drove Across Divided Section	\$178			Park, Stop or Stand in Roadway \$108	
Drove Wrong Way	\$207			Parked in Handicapped Zone \$545	
Unsafe Speed	\$212			<b>Entering a NOT GUILTY plea</b>	
Unsafe Lane Change	\$207			<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.	
Driving Without Headlights On	\$148			Citation No. _____ Phone: _____	
Failed to Change Lane or Slow Down for Authorized Emergency Vehicle	\$219			E-Mail: _____ Date: _____	
				I waive my right to request or want any exculpatory evidence at this time.	

<b>Paying Before Your Court Date</b>	<b>Showing Proof of Compliance</b>	<b>Consequences of Neglecting Citation</b>
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**Mail**  
We do **NOT** accept **PERSONAL/COMPANY** 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 note your citation number on the document and fill out completely before mailing it to the court.

**Online**  
You may pay your fine (s) online at [www.ci.sealy.tx.us](http://www.ci.sealy.tx.us). 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 will be allowed.

**By Phone**  
You may pay your fine (s) by phone by dialing **979-885-6733 ext. 6, 7, 8 OR 1-800-444-1187**. We accept VISA, MASTERCARD, DISCOVER and AMERICAN EXPRESS. Service fees apply to all Credit/Debit charges.

**In Person**  
Allow 3 days before coming to the court. 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.

**Contesting Your Citation**

**In Person**  
You may appear in person by your appearance date to enter a Not Guilty plea and set your case for pre-trial. You must present a copy of your identification 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 identification 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 listed below.

**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 Late Registration 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 the 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 or held a Commercial Driver License at time of the stop=
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 TX Driver License.
3. DSC Fee as 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. Failure to have the envelope post marked by your appearance date will VOID your request. The judge will accept your plea and partial payment and enter a conviction on the charge filed against you. 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 at [www.texas.gov](http://www.texas.gov)=
3. Submit your certificate of completion of the course (Court's Copy) **SIGNED** and the 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 entered against you and you will be required to pay the remaining fine amount due. Failure to pay this fine amount will result in the issuance of a *capias pro fine* warrant for your arrest. Appeals must be filed within 10 days of judgment.

## Driver Safety Course Application

I hereby waive my right to a trial by jury and plead:  GUILTY  NO CONTEST

Citation No.: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

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 DSC if not re-filed timely before original appearance date on citation.

**Payments submitted on violations that are NOT eligible or without all the documents stipulated above will be accepted along with the plea and a conviction will be entered against you. The remainder of the fine will be due within 30 days. You may appeal within 10 days of judgment.**

STATE OF TEXAS

## AFFIDAVIT

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ after first being by me duly sworn, declares that they:

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

\_\_\_\_\_  
Affiant's Signature

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

\_\_\_\_\_  
Notary Public in and for the State of Texas