

Complete this form and email it into the Municipal Court with a copy of your driving license and vehicle insurance showing you as an insured driver. A partially completed form will NOT be accepted. You will receive a Response Letter after your request is received either accepting or denying your request. Response letters referencing a denial is normally due to an incomplete form submission.



DRIVING SAFETY COURSE REQUEST

Full Name _____

Citation # _____

Date of Citation _____

Mailing Address _____

City _____ State _____ Zip Code _____

Email Address _____

Cell Phone _____ Home Phone _____

I understand that I must present the Court the following with this request:

1. a valid Texas driver's license or permit, or proof that I am a member, or the spouse or dependent child of a member, of the United States military forces serving on active duty;
2. proof of financial responsibility pursuant to Chapter 601, Transportation Code (automobile liability insurance);
3. payment of court costs; and
4. payment of a \$10.00 nonrefundable administrative fee.

I understand that I must:

(Please initial each response below)

- ☐ 1. complete a driving safety course or motorcycle operator training course approved by the Texas Education Agency within 90 days of this request;
- ☐ 2. submit by the 90th day from this request a uniform certificate of course completion of a driving safety course or a verification of course completion of a motorcycle operator training course as evidence that I have completed such a course;
- ☐ 3. submit by the 90th day from this request a certified copy of my driving record as maintained by the Texas Department of Public Safety.

I understand that:

1. If I comply with the court order granting the taking of a driving safety/motorcycle operator training course and submit all the required evidence as ordered, the Court will dismiss my case and report to the Texas Department of Public Safety the date that I completed my course for inclusion on my driving record;
2. if I fail to submit all the evidence required by the Court, I will be notified of a show cause hearing and be required to appear before the Court to show cause why I did not present the required evidence of course completion;
3. the judge may at the show cause hearing enter a final adjudication against me and require me to pay the fine; and
4. the failure to appear at the show cause hearing will result in a final adjudication being entered against me, and that I will be required to pay the fine and any additional costs required by law

I ATTEST THAT I HAVE READ THIS DOCUMENT.

Signature of Defendant

Date

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AFFIDAVIT

I, _____, state under oath that on the date of my request for a driving safety course/motorcycle operator training course in the above numbered cause that I was not taking such a course nor had I completed one within the 12 months preceding the date of my current offense that is not shown on my driving record as maintained by the Texas Department of Public Safety (or as maintained by the state that issued my driver's license - active military duty personnel only).

Signature of Defendant

Notary Public in and for the State of Texas

Seal

Date

THIS SECTION MUST BE NOTORIZED

PLEA

Check One:

☐ I hereby enter a plea of **GUILTY** and waive appearance for trial and request to take a Driving Safety Course.

☐ I hereby enter a plea of **NOLO CONTENDERE** (No Contest) and waive my appearance for trial and request to take a Driving Safety Course.

Signature of Defendant

Date

WAYS TO RETURN THE FORM:

Email: skibler@stephenvilletx.gov

Mail: City of Stephenville Municipal Court, 298 W Washington, Stephenville, Texas 76401

Fax: 254-918-1207

