

**CITY OF LORENA MUNICIPAL COURT  
107-A S. FRONTAGE ROAD  
LORENA, TEXAS 76655  
254-857-4641 FAX 254-857-4118**

**PLEASE READ THE FOLLOWING CAREFULLY AND FOLLOW THE INSTRUCTIONS.**  
**PLEASE DO NOT CALL THE COURT UNTIL YOU HAVE CAREFULLY READ THESE FORMS.**

This letter is furnished as a courtesy to you by the Municipal Court to assist you in making disposition of the charge (s) filed against you. PLEASE NOTE: The Judge cannot and will not discuss the merits of a pending judicial proceeding prior to the trial. (Canon 3 (5). Code of Judicial Conduct).

**APPEARANCE/COURT DATE:** The date located on your citation above your signature.

**PHONE CALLS:** Phone calls **DO NOT** warrant an appearance. All the information in this packet will give you options on how to handle the ticket you received. The Judge **DOES NOT** take phone calls.

**PAYMENT PLAN:** If you wish to request a payment plan you must put your request in writing. A \$15 payment plan fee is required per violation. A payment request form is provided. (see page 3)

**REQUEST FOR DRIVING SAFETY COURSE:** You have until your court date to request DSC. (See page 2)

**EXTENSIONS:** Extensions are for 30 days only and a form is provided to request an extension. (see page 3)

**TRIALS:** If you wish to enter a plea of NOT GUILTY and request a trial, please use the form provided. (page 4)

**PLEA FORM:** Please enter your plea on the form provided to plead guilty and pay the fine. (see page 4)

**FINE LIST:** A list of common fine amounts is listed on the payment plan/extension request form. If your fine amount is not listed, please call the court. (page 3)

**DEFERRED DISPOSITION:** Deferrals are strictly at the Judges discretion. See the form or more info. (page 4)

**DRIVING RECORD REQUEST:** You must request a copy of your driving record when requesting a Driving Safety Course or Deferred Disposition (see page 5)

**JUVENILES:** A Juvenile (16 years and under) is required to appear for a hearing before the Judge, and one or both Parents or Legal Guardians must be present. **ALL HEARINGS AND COURT ARE HELD ON THE 1<sup>ST</sup> AND 3<sup>RD</sup> WEDNESDAY OF EACH MONTH.** Court is held in the Lorena City Hall Building located at 107-A S. Frontage Rd. in Lorena. Court begins at 4:00 pm.

**WARNING: IF YOU FAIL TO APPEAR IN COURT OR SATISFY A JUDGMENT ORDERING PAYMENT OF A FINE AND COSTS IN THE MANNER ORDERED BY THE COURT AS REQUIRED BY LAW FOR THE PROSECUTION OF THIS OFFENSE, RENEWAL OF YOUR DRIVER LICENSE MAY BE DENIED AND ADDITIONAL COLLECTION AGENCY FEES.**

**ACCEPTABLE PAYMENT TYPES**

You may mail your payment or pay in person at the court. Lorena Municipal Court accepts cash, cashier's checks and money orders. **No personal checks** will be allowed for court payments. **Credit Card payments can only be made online at [www.trafficpayment.com](http://www.trafficpayment.com) or by calling 1-800-444-1187.**

**\*\*IF YOU CHOOSE TO REPORT A COMPLIMENT OR COMPLAINT, PLEASE REFER TO THE FOLLOWING INFORMATION: CALL 254-857-9614 or email [police@lorenatx.gov](mailto:police@lorenatx.gov) or YOU CAN MAIL TO LORENA POLICE DEPARTMENT, 100 N. BORDON, LORENA, TX 76655\*\***

**WAIT THREE (3) BUSINESS DAYS BEFORE CONTACTING THE COURT.**

## ***DRIVING SAFETY COURSE REQUEST FORM***

NAME

CITATION NUMBER

LICENSE #

STATE

ADDRESS

CITY/STATE/ZIP

( )

PHONE NUMBER

If you wish to apply for Driving Safety Course under Article 45.0511, Code of Criminal Procedure, you must satisfy ALL of the following qualifications and follow ALL of the steps below on or before the appearance date as indicated on your citation. If you have initialed all these boxes, then you qualify for the driving safety course and **WILL NOT RECEIVE ANY FURTHER CORRESPONDENCE FROM THIS COURT.**

**You must first plead GUILTY or NOLO CONTENDERE to the charge (s) against you, and waive your right to Trial.**

☐ I hereby plead (check one) ☐ GUILTY / ☐ NOLO CONTENDERE, and waive my right to Trial.

☐ I possess a VALID Texas Driver License or Permit to Drive. I do not hold a CDL license.

☐ I have NOT taken Defensive Driving in lieu of paying a fine in the past (12) months. I am NOT in the process of taking a driving safety course to dismiss an offense in another court. I am NOT currently on deferral in another court.

☐ My citation is NOT for speeding TWENTY-FIVE (25) MPH or in excess of that over the speed limit, or 95 MPH or more over the posted speed limit or cited in a construction zone when workers are present.

☐ I will complete a Texas DPS-approved Driver Safety (Defensive Driving) Course approved by the Texas Department of Licensing & Regulations [www.tdlr.texas.gov](http://www.tdlr.texas.gov) and provide the court with the original class certificate showing successful completion of the course within NINETY (90) DAYS OF THE DATE OF MY CITATION. Your signature is required on the certificate.

☐ I understand that I have 90 days to request a certified copy (form 3A) of my driving record from the Department of Public Safety and submit to the court. Order online at [www.texas.gov](http://www.texas.gov) or see form in this packet.

☐ I am providing a copy of my vehicle insurance certificate with this application.

☐ This form has been notarized by a Texas Notary Public. I will mail it **CERTIFIED/RETURN RECEIPT** to the Court on or before the appearance date found on the citation. The Court's address is 107-A S. Frontage Rd., Lorena, TX 76655.

☐ I have enclosed with this form **A MONEY ORDER FOR \$144.00 (or \$169.00 if violation occurred in a School Zone), made payable to LORENA MUNICIPAL COURT for state fines and court costs, in lieu of the fine. (NO PERSONAL CHECKS WILL BE ACCEPTED.) No extensions will be granted for Court Cost or to request Defensive Driving.**

**I ATTEST THAT I HAVE READ THIS DOCUMENT.**

**I also 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

CITATION NUMBER

VIOLATION

**SWORN AND SUBSCRIBED TO ME this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.**

\_\_\_\_\_  
(Judge)(Court Clerk)(Notary Public in and for the State of Texas)