

PLEA OF NOT GUILTY

I WISH TO PLEAD NOT GUILTY TO THE CHARGE(S) LISTED BELOW AND HAVE A CIVIL HEARING ON THE SAME.

DEFENDANT

PARENT/GUARDIAN

CITATION/CASE NUMBER

CITATION/CASE NUMBER

CHARGE

CHARGE

IN ORDER TO SERVE YOU MOST EFFICIENTLY, IT IS NECESSARY TO PROVIDE, FULLY AND CORRECTLY, THE FOLLOWING INFORMATION:

MAILING ADDRESS

PHONE NUMBER WHERE YOU MAY BE CONTACTED DURING THE DAY

PLEASE NOTE:

You will be notified of the date on which your Civil Hearing will be held. Continuances will NOT be granted except in cases of emergency, and by permission of the Court only. If you wish to CANCEL your hearing, you may do so by paying the civil penalty and entering a written plea of guilty BEFORE the hearing date. If you request a hearing and the County Judge/Magistrate determines that you have committed the offense, the County Judge/Magistrate may impose a penalty not to exceed \$1,000.00 or require completion of a Driver Improvement Course, or both.

All witnesses and evidence must be presented with you on the day of the hearing. If you have witnesses whose testimony is pertinent to your case, and who will not come voluntarily, please contact our office no later than three weeks prior to your Civil Hearing date and you will be advised of the fees necessary to subpoena your witnesses.

Civil traffic hearings are not recorded. Any party to a non-criminal traffic infraction may make a tape recording of the hearing. The provisions and operation of the recording equipment shall be the responsibility of the defendant. The original recording shall be delivered immediately after the hearing to the clerk, who shall seal and file it. Tapes will be transcribed for an appeal if ordered by the defendant. Transcription shall only be by an official court reporter at the defendant's expense.