

**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 \$10 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

Court Lobby Hours: Monday - Friday 8:00 am - 5:00 pm

Closed on National Holidays and 2nd Thursday in October

MASKS Encouraged, very small lobby.

**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.

Rev. 9.1.23

Your Options to Pay or Resolve This Citation:

- **Schedule of Fines:** Visit www.ci.sealy.tx.us for full listing or see page 2. These are recommended window fines and subject to change per Judge. Payment plan application with instructions available online as well if needed.
- **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. No personal checks accepted. They will be returned. See page 3.
- **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 and Saturday 9-2 pm. VISA, MASTERCARD, DISCOVER and AMERICAN EXPRESS accepted. Reimbursement service fees Apply to all credit/debit charges. Allow 3 days before attempting to make payment. See 
- **Pay in Person: MASKS Encouraged.** 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.
- **Requesting a Driver 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

Citation amounts include all State Court Costs as mandated by the state legislature. Fine amounts are determined by the judge and subject to change. Violations in work zone with workers present will double the fine amount. The amounts listed below are acceptable by the court when mailing payment. For a full listing of charges 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)
1 - 9 M.P.H.	\$207	\$309	\$280
10 - 14 M.P.H.	\$227	\$329	\$320
15 - 19 M.P.H.	\$257	\$349	\$380
20 - 29 M.P.H.	\$302	\$359	\$470
30 M.P.H. & Over	\$334	\$359	\$534

Violations

Disregard Red Light/Stop Sign	\$334
Fail to Yield Right of Way	\$247
Fail to Control Speed (Not in addition to Speeding)	\$247
Fail to Signal Intent to Change Lane	\$183
Drove Across Divided Section	\$213
Drove Wrong Way	\$242
Unsafe Speed	\$247
Unsafe Lane Change	\$242
Driving Without Headlights On	\$183
Failed to Change Lane or Slow Down for Authorized Emergency Vehicle	\$634

Seatbelt Violations

		Violations below may be dismissed with Proof of Compliance	
Failure to Wear (15-older) Driver/Passenger	\$199	Fail to Display Driver License on Demand	\$130
Allow Individual to Ride Without Seatbelt (under 17 years & at least 4' 9" tall)	\$254	Expired Driver License	\$157
Fail to Place Child Under 8 years in Child Safety Seat Unless 4' 9" Tall	\$274	Driver License Restriction/Endorsement	\$157
		License Plate Expired	\$157

More Violations

Open Container of Alcohol	\$301	License Plate No Front/Rear Plate	\$157
Unapproved Window Tint	\$192	Altered/Blurred/Obstructed License Plate	\$271
No Driver License (when unlicensed)	\$207	Defective Equipment	\$192
Driving While License Invalid / No Driver License Sr	\$301	Fail to Maintain Financial Responsibility	\$339
Park, Stop or Stand in Roadway	\$251	Fail to Maintain Financial Responsibility (second or subsequent offense)	\$451
Parked in Handicapped Zone	\$597		

Entering a NOT GUILTY plea

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.

Citation No. _____

Phone: _____

E-Mail: _____

Date: _____

I waive my right to request or want any exculpatory evidence at this time. You may do so at any other time.

Paying Before Your Court Date	Showing Proof of Compliance	Consequences of Neglecting Citation
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Mail
We do **NOT** accept **PERSONAL/COMPANY** checks. They will be returned. 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. We accept VISA, MASTERCARD, DISCOVER and AMERICAN EXPRESS. Reimbursement Service Fees apply to all Credit/Debit charges. Citations paid online must be paid in full. No partial payments, dismissal fines, or DSC payments will be allowed.

By Phone
You may pay your fine (s) by phone by dialing **1-800-444-1187**. We accept VISA, MASTERCARD, DISCOVER and AMERICAN EXPRESS. Reimbursement Service Fees apply to all Credit/Debit charges.

In Person - MASKS Encouraged
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. Reimbursement Service Fees apply to all Credit/Debit charges.

Contesting Your Citation

In Person - MASKS Encouraged
You may appear in person by your appearance date to enter a Not Guilty plea. This will place you on a pre-trial docket to speak with the prosecutor in person. The prosecutor does not do business over the phone or via correspondence. 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. The prosecutor does not do business over the phone or via correspondence.

In Person - MASKS Encouraged
You may present the required proof on or before your scheduled appearance date for dismissal along with appropriate dismissal fine 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 fine for dismissal of the charge.
Expired Driver License: Send a photocopy of your proof of renewal along with a \$20 fine for dismissal of the charge.
Failure to Report Name/Address Change: Send a photocopy of your proof along with a \$20 fine for dismissal of charge.
Driver License Restriction/Endorsement Violation: Send proof restriction has been removed along with a \$10 fine for dismissal of the charge.
3. **Vehicle Registration - Trailers and Permits EXCLUDED**
Expired Registration: Send a photocopy of your proof of renewal receipt along with a \$20 fine for dismissal of the charge. You must disclose you received a citation and be sure to have paid the Late Registration Penalty Fee on the receipt for it to qualify for dismissal. Apportioned Cab Card renewals included. Failure to do so will result in the full fine being due.
No Front/Rear License Plate Attached: Send a **photograph** of your proof along with a \$10 fine for dismissal of the charge. Trailers Excluded.
Illegible/Altered/Obscured/Wrong Plate: Send a **photograph** of your proof along with a \$10 fine for dismissal of the charge. Trailers Excluded.
4. **Defective Equipment: Non-Commercial vehicles only.**
Provide photocopy of receipt of correction along with a \$10 fine for dismissal of the charge.
5. **Expired Disabled Parking Placard**
If expired less than 60 days, you may provide proof of the renewal along with a \$20 fine for dismissal of the charge.

If you miss your original scheduled appearance date, the court will schedule you for a second appearance date within the following 30 days. Failure to appear by your scheduled second 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 third party collections vendor which will result in an additional collection fee of 30% of total fine.

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. If these options are an undue hardship, you must contact the court immediately. Alternative methods may apply.

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 keep violation off your driver record.)

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 fine if you are requesting DSC.** You only pay the appropriate fee below.

You are NOT eligible to take DSC if:

- You hold or held a Commercial Driver License at time of the stop;
- You have taken DSC for another citation dismissal within one year from the date of this citation;
- You are charged with:
 - 95 miles per hour or more; or
 - Speeding 25 miles per hour or more over the posted speed limit;
 - Passing a school bus;
 - Committing a serious traffic violation;
 - Failing to stop and provide information or render aid after an accident;
 - Committing an offense in a construction zone when workers present.**
- You do not have a valid Texas Driver License or personal proof of liability insurance.

DSC REQUEST FEES:

Moving violations: \$144

School Zone Moving violations: \$169

Juveniles in person at court date only:

Moving violations: \$179

School Zone Moving violations: \$204

ITEMS TO MAIL OR BRING TO COURT FOR DSC REQUEST

- Photocopy of your current auto liability policy.
- Photocopy of your valid TX Driver License.
- DSC Fee as indicated above.
- Completed and notarized DSC application.
We can notarize for you here in person.

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 - MASKS Encouraged. 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 (Reimbursement 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:**

- Complete a DSC. **Do not take it prior to filing your request with the court;**
- Order a certified copy of your driving Record from Texas Department of Public Safety at www.texas.gov;
- 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 within 30 days will result in an additional \$15.00 Time Payment Reimbursement Fee and the issuance of a capias pro fine warrant for your arrest.

Appeals must be filed within 10 days of judgment to be perfected.

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 \$144.00 **OR** \$169.00 (School Zone).

NO PERSONAL CHECKS ACCEPTED and will be returned. You may lose the right to request DSC if payment is not re-filed timely before original appearance date on citation. Payments submitted for the incorrect amount Or 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. Double check all filings prior to mailing. Thank you.

STATE OF TEXAS

AFFIDAVIT

COUNTY OF _____

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

- Hold a valid Texas driver's license that is not a commercial driver's license;
- Are not in the process of taking a driving safety course for another citation filed in another court;
- Have not taken DSC within 12 months of this citation for dismissal of a citation; and
- 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 an for the State of Texas
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