



## LEONARD MUNICIPAL COURT

P.O. Box 1270  
Leonard, Texas 75452  
(903) 587-3334 fax (903) 587-2580  
[court@cityofleonard.net](mailto:court@cityofleonard.net)

### REQUEST FOR DRIVING SAFETY COURSE

#### Instructions:

The Court has granted you the opportunity to take Driving Safety Course for this citation. Please complete the necessary paperwork and return to the court within ten (10) days.

If you are a **COMMERCIAL DRIVERS LICENSE** holder, state law **does not** allow this court to offer Driving Safety Course to you for this citation.

- Please check next to either Plea of Nolo Contendere or Plea of Guilty and sign and date the bottom of the page, along with your phone numbers and your mailing address.
- Please sign at the bottom of the page **REQUEST FOR A DRIVING SAFETY COURSE**.
- Please sign in front of a Notary the **AFFIDAVIT FOR A DRIVING SAFETY COURSE**.

Please mail a cashier's check or money order in the amount of \$109.10 payable to the City of Leonard, (or \$134.10 if your offense occurred in a School Zone) or you may pay online at [www.trafficpayment.com](http://www.trafficpayment.com). **Please email the attached forms, a copy of your insurance card and a copy of your driver's license to [court@cityofleonard.net](mailto:court@cityofleonard.net) or fax them to 903-587-2580.**

***You will have 90 calendar days from the date that you submit the \$109.10 to the court, (or \$134.10 if your offense occurred in a School Zone) to return to the court a copy of your driving record and a COURT copy of the completion certificate for the State of Texas approved Driving Safety Course.***

Please contact this court if you have any questions concerning the process of taking Driving Safety Course for this citation.

**Save Time – Request Your Driver Record Online**  
[www.texas.gov](http://www.texas.gov)

**PLEA FORM: BY MAIL OR DELIVERY TO COURT (Arts. 27.14(b) and 27.16(b), C.C.P.)**

**Cause Number:** \_\_\_\_\_

State of Texas	§	In The Municipal Court
vs.	§	City of Leonard, Texas
_____	§	Fannin County, Texas

**Plea of Not Guilty**

I, the undersigned, do hereby enter my appearance on the complaint of the offense, to wit:  
\_\_\_\_\_ charged in Municipal Court Cause Number \_\_\_\_\_. **I plead not guilty.**

*Initial One:*

\_\_\_\_\_I want a jury trial.

\_\_\_\_\_I waive my right to a jury trial and request a trial before the Court.

I promise to appear, in person, in the Leonard Municipal Court on any date for which this case is scheduled before this Court. I understand that if I do not appear anytime I am required to appear for this case, a Failure to Appear charge may be filed and warrants may be issued for my arrest.

**Plea of Nolo Contendere**

I, the undersigned, do hereby enter my appearance on the complaint of the offense, to wit: charged in Municipal Court Cause Number \_\_\_\_\_. I understand that I have a right to a jury trial and that my signature on this **plea of nolo contendere** (meaning "no contest") will have the same force and effect as a plea of guilty on the judgment of the Court. I do hereby **plead nolo contendere** to said offense as charged, **waive** my right to a jury trial or hearing by the Court, and **agree to pay** the fine and costs the judge assesses. I understand that my plea may result in a conviction appearing on either a criminal record or a driver's license record.

**Plea of Guilty**

I, the undersigned, do hereby enter my appearance on the complaint of the offense, to wit: \_\_\_\_\_ charged in Municipal Court Cause Number \_\_\_\_\_. I understand that I have a right to a jury trial. I do hereby **plead guilty** to the offense as charged, **waive** my right to a jury trial or hearing by the Court, and **agree to pay** the fine and costs the judge assesses. I understand that my plea may result in a conviction appearing on either a criminal record or a driver's license record.

I, the undersigned, do hereby request the amount of fine assessed and the amount of appeal bond that the Court will approve.

\_\_\_\_\_  
Defendant's Signature                                  Date

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Work Telephone Number

Plea accepted on \_\_\_\_\_

\_\_\_\_\_  
Municipal Judge, City of Leonard Municipal Court

REQUEST FOR A DRIVING SAFETY COURSE (Art. 45.0511(b), C.C.P.)

Cause Number: \_\_\_\_\_

State of Texas	§	In The Municipal Court
vs.	§	City of Leonard, Texas
_____	§	Fannin County, Texas

**DEFENDANT’S REQUEST FOR A DRIVING SAFETY COURSE**

I hereby enter my appearance on the complaint of the offense of: \_\_\_\_\_, (in person) (by counsel) (by certified mail). I understand that I have a right to a jury trial. I hereby waive my right to a jury trial, plead (guilty)(no contest), and elect under Article 45.0511, Code of Criminal Procedure, to take a driving safety course.

**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 \$109.10, which includes a \$10 non-refundable fee.

**I understand that I must:**

1. complete a driving safety course or motorcycle operator training course as applicable 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 an affidavit that I was not taking such a course nor had I completed one within the preceding 12 months from the date of my current offense that is not shown on my driving record as maintained by the Texas Department of Public Safety (or if I am on active military duty, or am the spouse or dependent child of a member of the United States military forces serving on active duty, that I have not taken a course in another state in the preceding 12 months nor am taking such a course at the time of this request); and
4. submit by the 90th day from this request a certified copy of my driving record as maintained by the Texas Department of Public Safety. A certified driving record from Austin D.P.S <http://dps.texas.gov/DriverLicense/driverrecords.htm>

Make sure you order version 3A which is a certified copy required by most courts

**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.

_____	_____	_____
Defendant's Signature	Date	Defendant’s Attorney (if applicable) Date

AFFIDAVIT FOR A DRIVING SAFETY COURSE (Art. 45.0511(c)(3), C.C.P.)

**Cause Number:** \_\_\_\_\_

**State of Texas**

§

**In The Municipal Court**

**vs.**

§

**City of Leonard, Texas**

§

**Fannin County, Texas**

**AFFIDAVIT**

I, [[[Violator1]]] 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).

\_\_\_\_\_  
Defendant's Signature

**Sworn and subscribed** before me, the undersigned authority on this the \_\_\_\_\_ of \_\_\_\_\_, 2017.

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

Municipal Court of Leonard  
Fannin County, Texas

**Editor's Note:** Required to be filed within 90 days of the request for a driving safety course/motorcycle operator training course.