

Justice Court Judges of Williamson County, Texas  
Please refer to the Williamson County website for further information regarding  
the disposition and handling of your citation. [www.wilco.org](http://www.wilco.org)

**YOU MAY PAY YOUR CITATION ONLINE (SEE RESPECTIVE COURT INFORMATION BELOW)**

**YOU CAN PROCESS YOUR CITATION BY MAILING TO THE FOLLOWING RESPECTIVE COURT:**



**KT MUSSELMAN, J.P.**

[www.wilco.org/jp1](http://www.wilco.org/jp1)

J.P. Precinct 1

1801 E. Old Settlers Blvd.

Suite 100

Round Rock, TX 78664

(512) 244-8622

FAX (512) 244-8602

M-TU-TH-F

8:00 A.M. - 4:30 P.M.

W - 8:00 A.M. - 12 P.M.

Online credit card payment:

[www.wilco.org/payJP1](http://www.wilco.org/payJP1)

**EDNA STAUDT, J.P.**

[www.wilco.org/jp2](http://www.wilco.org/jp2)

J.P. Precinct 2

350 Discovery Blvd., Suite 204

Cedar Park, TX 78613

(512) 260-4210

FAX (512) 260-4215

TU-W-TH-F

8:00 A.M. - 4:00 P.M.

Online credit card payment:

[www.wilco.org/payJP2](http://www.wilco.org/payJP2)

**EVELYN MCLEAN, J.P.**

[www.wilco.org/jp3](http://www.wilco.org/jp3)

J.P. Precinct 3

100 Wilco Way, Suite 204

Georgetown, TX 78626

(512) 943-1501

FAX (512) 943-1542

M-F

8:00 A.M. - 5:00 P.M.

Online credit card payment:

[www.wilco.org/payJP3](http://www.wilco.org/payJP3)

**STACY HACKENBERG, J.P.**

[www.wilco.org/jp4](http://www.wilco.org/jp4)

J.P. Precinct 4

211 W. 6th St.

Taylor, TX 76574

(512) 352-4155

FAX (512) 352-4194

M-TU-TH-F

9:00 A.M. - 5:00 P.M.

Online credit card payment:

[www.wilco.org/payJP4](http://www.wilco.org/payJP4)

*Court Hours Subject to Change*

## JUSTICE COURT NOTICE

This letter is furnished as a courtesy to you by the Justice Courts of Williamson County, Texas  
to assist you in processing the charge(s) against you.

PLEASE NOTE: The Judge cannot discuss the merits of a pending judicial proceeding prior to trial (*Canon 6 (c)(2) Code of Judicial Conduct*).

This means the Judge cannot discuss your citation/ticket with you before the trial.

1. If you wish to ENTER A PLEA OF GUILTY OR NOLO CONTENDERE, please indicate by checking **#1 or #2** on the reverse side of this plea form. A plea of Nolo Contendere means that you do not contest the state's charge(s) against you.

The fine and conviction for a Nolo Contendere plea is the same as that for a plea of Guilty.

Refer to the schedule shown on the reverse side to determine the total amount of fine(s) and costs acceptable by the Court.

These fines apply only to cases handled prior to Court trial or Judgment being entered.

**RETURN A COPY OF THE CITATION/TICKET AND THIS LETTER WITH YOUR PAYMENT TO ASSURE PROPER CREDIT.**

2. If you wish to enter a plea of NOT GUILTY and desire a trial, advise the Court by checking **#3 or #4** on the plea form on or before the appearance date. You will be notified by the Court when to appear for trial and specific requirements of the particular Court concerning bail requirements, etc. If you should change your mailing address prior to receiving notice to appear in Court for your trial, it is your responsibility to notify the Court in writing of your new mailing address.

3. **DRIVING SAFETY COURSE AS A CONDITION OF DEFERRED DISPOSITION:** please indicate by checking **#5** on the reverse side of this plea form. Under the laws of the State of Texas, you may be able to require that this (one) charge be dismissed by successfully completing a Driving Safety Course. **HOWEVER, you will lose that right if you do not provide written notice and a plea of Guilty or Nolo Contendere to the Court on or before the appearance date** (as shown on your citation).

If you **FAIL TO RESPOND** to the charge(s) BY THE APPEARANCE DATE SHOWN ON THE CITATION/TICKET, an additional charge may be filed against you for Violate Promise to Appear/Failure to Appear and warrants issued for your arrest.

**WARRANT FEES OF \$50.00** will be added onto each charge for EXECUTING OR PROCESSING A WARRANT.

No Checks Accepted · Do Not Mail Cash  
Send Cashier's Check or Money Order  
Payable To: WILLIAMSON COUNTY

**FINES APPLICABLE TO AUTOMOBILES AND LIGHT TRUCKS**

CONTACT THE COURT FOR CONSTRUCTION AND SCHOOL ZONE OR OFFENSES NOT LISTED.  
(CDL Holders **ARE NOT** eligible for Deferred Disposition or a Driving Safety Course)

1. SPEEDING	
1 - 10 MPH OVER .....	\$186.00
11 - 15 MPH OVER .....	211.00
16 - 20 MPH OVER .....	286.00
20+ MPH OVER .....	331.00
2. FAIL TO CHANGE ADDRESS .....	111.00 ★
3. EXPIRED VEHICLE REGISTRATION .....	116.00 ★★
4. EXPIRED DRIVER LICENSE .....	121.00 ★★
5. VIOLATE DRIVER LICENSE RESTRICTION .....	126.00
6. DEFECTIVE EQUIPMENT, e.g. Headlight, etc .....	151.00 ★★★
7. ILLEGAL, UNSAFE OR IMPROPER TURN .....	231.00
8. FAIL TO DRIVE IN SINGLE LANE .....	231.00
9. FAIL TO SIGNAL LANE CHANGE .....	176.00
10. NO DRIVER LICENSE .....	276.00
11. FAIL TO DISPLAY DRIVER LICENSE .....	121.00 ★★★★★
12. PERMIT UNLICENSED PERSON TO DRIVE .....	276.00
13. PASS IN NO PASSING ZONE .....	326.00
14. FAIL TO MAINTAIN FINANCIAL RESPONSIBILITY (No Liability Insurance) .....	★★★★★

**FINES APPLICABLE TO COMMERCIAL VEHICLES**

(CDL Holders **ARE NOT** eligible for Deferred Disposition or a Driving Safety Course)

FINES MAY NOT APPLY TO VEHICLES OUT OF SERVICE—CONTACT COURT

1. SPEEDING (CDL HOLDER)	
1 - 10 MPH OVER .....	211.00
11+ MPH OVER .....	331.00
2. FAIL TO DISPLAY TxDOT CAB CARD (Not Dismissible) .....	186.00
3. OVER WIDTH/OVER LENGTH .....	181.00
4. IMPROPER LOAD/LOOSE MATERIALS OR NO TARP .....	216.00
5. NO COMMERCIAL DRIVER LICENSE .....	276.00
6. NO RECORD OF DUTY STATUS .....	276.00

★ Dismissible with \$10.00 provided remedied not later than 20th working day after date of offense and court is provided with proof.

★★ Dismissible with \$10.00 provided defect is remedied not later than 20th working day after offense or before first court appearance, whichever is later, and court is provided with proof. Expired registration also requires that penalty fee be paid.

★★★ Dismissible with \$10.00 provided defect is remedied before first court appearance and court is provided with proof.

★★★★ Dismissible with \$10.00 provided a Driver License that was valid on date of citation is produced.

★★★★★ Dismissible upon verification of evidence that insurance was in effect on the vehicle driven on the date and time of arrest.

Note: Submitting a false statement to a registration clerk is a felony offense.

REVISED 1/2020

**A Telephone Call Does Not Constitute An Appearance For Court**

**Plea Must Be Made in Writing or In Person  
On or Before Your Appearance Date  
See Reverse for Further Instructions.**

**PLEA FORM**

Mail to the Justice Court shown on the ticket. Enclose your copy of the ticket with your reply.

**Please Print or Type:**

Name \_\_\_\_\_ Ticket/  
Citation #: \_\_\_\_\_

(Name as it appears on license)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone #: ( ) \_\_\_\_\_ Cell Phone #: ( ) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Offense \_\_\_\_\_ Date of Citation \_\_\_\_\_

DOB \_\_\_\_\_ Driver License #: \_\_\_\_\_

(See reverse side for further instructions)

Check One:

- ☐ 1. I hereby enter a plea of **GUILTY** and waive appearance for trial.
- ☐ 2. I hereby enter a plea of **NOLO CONTENDERE/No Contest** and waive appearance for trial.
- ☐ 3. I hereby enter a plea of **NOT GUILTY** and waive my right to a jury trial and request a trial by judge.
- ☐ 4. I hereby enter a plea of **NOT GUILTY** and request a trial by jury.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
SIGNATURE

- ☐ 5. REQUEST FOR DRIVING SAFETY COURSE AS A CONDITION OF DEFERRED DISPOSITION  
(CDL Holders **ARE NOT** eligible for Deferred Disposition or a Driving Safety Course)

**REQUEST  
MUST  
INCLUDE**

- This Form Notarized (Notary Seal with signature)
- Photo copy of Texas Driver License or permit; or active duty Military I.D.
- Proof of current Financial Responsibility (Liability Insurance effective on date of my request as per Transportation Code)
- Cashier's Check or Money Order for \$144.00 (payable to Williamson County)

Request must be made in person or postmarked on or before the appearance date.

⇒ I hereby enter a plea of ☐ **GUILTY** or ☐ **NO CONTEST** to the above charge and request the Court to dismiss the charge under the terms of Article 45.0511 C.C.P.

■ I certify:

- that I have a valid Texas Driver License or permit or active Military I.D.
- that the alleged speed was not 95 miles per hour or more; or 25 miles per hour or more over the posted limit and that the offense was not committed in a construction or maintenance zone when workers were present.
- that I have not taken a course within the past 12 months preceding the date of the offense and am not in the process of taking such a course; and that I have not completed a course which is not reflected on my Driving Record.

- I understand that I will be charged court costs and a fee and that these fees are non-refundable and must be paid to the court before my charge will be dismissed.
- I understand that I am not eligible for the Driving Safety Course unless I provide proof of Financial Responsibility (Liability Insurance), as required by The Transportation Code.
- I understand that I must complete and submit to the Court the Defensive Driving documentation **within 90 days** from the date of judgment.

⇒ Under pain or penalty of perjury

SIGNATURE OF DEFENDANT

⇒ SWORN to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

SEAL

⇒ NOTARY SIGNATURE & SEAL  
OR AUTHORIZED SIGNATURE

(Must be signed by Notary Public or someone authorized to administer oaths)

★ MINORS YOUNGER THAN 17 YEARS OF AGE MUST CONTACT COURT WITH PARENT OR GUARDIAN BEFORE THEIR APPEARANCE DATE ★