

YOUR QUESTIONS/OPTIONS FOR RESPONDING TO A CITATION

HOW LONG DO I HAVE TO RESPOND/APPEAR?

10 DAYS. Defendants have 10 days to make an initial appearance in one of the following ways:
1.) in person 2.) by mail 3.) by attorney representation
4.) Paying and entering your plea online

HOW DO I KNOW MY EXACT RESPONSE/APPEAR DATE?

Your response date appears on the citation above your signature. It is the last day that is considered "on time."

WHEN CAN I TAKE CARE OF MY CITATION?

Wait 1 business day before appearing. Then you may appear at any time (during regular business hours) up until your response date. **After the response date**, you may pay the fine, or post bond double the amount of the fine to request a court date.

WHAT HAPPENS IF I FAIL TO APPEAR ON OR BEFORE MY RESPONSE DATE? May result in a warrant being issued for your arrest, additional charges for VIOLATE PROMISE TO APPEAR, and an increase of fines.

INSTRUCTIONS FOR JUVENILES (Ages 10-16)

Persons aged 10-16 **MUST** appear in person, in open Court, **WITH A PARENT** or **legal guardian**.

Court personnel will schedule a Court date and mail notice to the parent/ guardian.

To request a compliance dismissal: (insurance, expired registration, driver license) a juvenile **must** come to Court with a parent or guardian.

OPTION 1.

ENTER A PLEA OF NO CONTEST or GUILTY & PAY FINE

APPEAR IN PERSON Come to the Troy Municipal Court Office during business hours.

BUSINESS HOURS Monday through Friday 8:00AM to 12:30 pm and 1:30 to 5:00pm.

LOCATION: 201 East Main Street, Troy, Texas 76579

APPEAR BY MAIL

You may submit your payment and plea by mail (**not applicable to juveniles**).

1.) On your citation, check the appropriate plea and sign your name.

2.) Send a cashiers check or money order for full payment made payable to: "City of Troy."

THE CITY DOES NOT ACCEPT CASH or PERSONAL CHECKS

Mail to address on back of this brochure –

Or PAY ONLINE at www.cityoftroy.us

COMMON VIOLATION FINE AMOUNTS

Speeding		CZ/IF Workers Present
1-4 over limit	\$222.00	\$310.00
6-10 over limit	\$237.00	\$340.00
11-15 over limit	\$262.00	\$390.00
16-20 over limit	\$292.00	\$450.00
21-24 over limit	\$296.00	\$458.00
25 or more	\$334.00	\$534.00

Speeding in School zone \$247 to \$359.00

****Fines double in a construction zone while workers present****

OFFENSE (Passenger Vehicles and Light Trucks)

Expired/No Registration	\$181.00
Fail to Display Driver License	\$206.00
No Driver License	\$256.00
Expired Driver License	\$206.00
Defective equipment (brakes, lights)	\$234.00
No Seat Belt (adult)	\$184.00
Fail Maintain Financial Responsibility	\$356.00
Unsafe Lane Change	\$259.00
Ran Stop Sign or Red Light	\$274.00
Fail To Control Speed	\$234.00
Driving While License Invalid	\$282.00
Crossing Physical Barrier	\$259.00

Insurance dismissal: Provide proof of policy covering the car or the driver at the time of citation for a dismissal with no fee **provided you are a licensed driver.**

Registration (License Plate) Dismissals: A copy of a renewed registration receipt (**documenting a special late penalty fee paid to the State**) and a **\$10.00 fee** required to dismiss an expired registration.

OPTION 2.

ENTER A PLEA OF NOT GUILTY AND REQUEST A PRE-TRIAL

Request must be made within 10 days which is your response date.

To contest a citation and request a Pre-Trial Hearing, you may enter a plea of not guilty: 1.) in person 2.) by mail OR Email with a copy of your ID 3.) Or you may retain an attorney, who should then submit a letter of representation and a "Not Guilty" plea to the Court by your response date.

NO Court hearings are set by phone.

TELEPHONE CALLS DO NOT CONSTITUTE AN APPEARANCE

OPTION 3.

DRIVING SAFETY COURSE

You Must Meet All Eligibility Requirements as follows:

- You are at least 17 years old
- You do **NOT** possess a Commercial Driver License
- You have current liability insurance **in your name** and a valid Texas Driver License
- You are **not** charged with speeding in excess of 24 miles per hour over the speed limit
- You were **not** cited driving in a construction zone **while workers were present**
- You have **not** taken a Driving Safety Course within the last 12 months to dispose of a citation. (Calculated from the date of the last course completion to the date of your current citation.)
- Your initial appearance date has not **past**

If eligible, you may select this option by mailing or emailing (court@cityoftroy.us) **ALL of the following:**

1. Copy of your valid Texas driver license.
2. Copy of your current insurance policy listing you as a covered driver.
3. The signed PLEA & AFFIDAVIT at the bottom of this sheet.

REQUIRED FEE (DO NOT pay the fine amount shown on your ticket, ONLY PAY the fee listed below).

Fee may be paid online at www.cityoftroy.us under "Pay Citations" or may be mailed with the above required documents.

Regular (non-school) Zone violation	\$144.00
School Zone Violation	\$169.00

Cost of actual course and driving record will be **additional fees**.

A reply and instruction sheet will be mailed or emailed to the address provided once the documents and fee are received. Do **NOT** take a course until approved by the Court.

PLEA & AFFIDAVIT

MUST BE COMPLETED FOR A DRIVING SAFETY COURSE REQUEST – MAY BE MAILED OR EMAILED court@cityoftroy.us

I hereby enter a Plea of () Guilty () No Contest, waive my right to trial and request the right to take a Driving Safety Course approved by the State of Texas.

AFFIDAVIT

I swear I have **not** taken a Driving Safety Course within the last 12 months for the dismissal of a traffic charge nor am I currently taking a Driving Safety Course that is not yet reflected on my driving record.

Date _____ Signature _____ Texas D.L. # _____

Current Address, City, State, Zip Code _____ Phone Number _____



TROY MUNICIPAL COURT

Ticket Options Brochure

BEFORE calling the court:

Allow 24 to 48 hours after receiving a citation for the court to receive the information.

PLEASE READ the enclosed information for options on handling your ticket, fine amounts, and general instructions on how to respond in a timely manner.

Effective April 2013
Revised February 21, 2020

Address:

Troy Municipal Court
201 East Main Street
Troy, Texas 76579

EMAIL:

court@cityoftroy.us

Business Hours:

Monday through Friday
8:00 am to 12:30 pm
and
1:30 pm to 5:00 pm

*CLOSED each day for lunch
from 12:30 p.m. to 1:30 p.m.*

Phone: (254)938-2506

FAX: (254) 938-2258

Visit our **Website:** www.cityoftroy.us

- Pay Fine Online
- Ticket information sheet

THE CITY DOES NOT ACCEPT CASH.

May pay with credit/debit card,
money order, cashiers check or
pay online.