

**WOODWAY MUNICIPAL COURT OF RECORD**

Woodway Public Safety Building, 920 Estates Drive, Woodway, Texas 76712  
 Office (254) 772-4489 Fax (254) 776-5178  
 Website: [www.woodway-texas.com](http://www.woodway-texas.com) Email: [woodwaycourt@woodwaymail.org](mailto:woodwaycourt@woodwaymail.org)

**OFFICE HOURS**

Monday - Friday, 8:00 a.m. – 5:00 p.m.

**COURT (JUDGE) SESSION**

Wednesdays, 9:00 – 10:00 a.m.

**JUVENILE COURT**

1<sup>ST</sup> Tuesday of the month at 4 p.m.

You have 20 (business) days to make an appearance before the court in person or by mail regarding the charges(s) filed against you. A telephone call is not considered an appearance.

**IF YOU WISH TO ENTER A PLEA OF GUILTY OR NO CONTEST WITHOUT A COURT APPEARANCE**, please indicate on the reply form below. A plea of no contest means you do not contest the charge(s) against you. The fine for a no contest plea is the same as for a plea of guilty. Either plea indicates that you agree to waive appearance before the court for trial. Please refer to the schedule below to determine the total amount of fine(s) and costs acceptable by the court. If your violation is not listed below, contact the court for the amount of fine and costs. PURSUANT TO CHAPTER 39 OF THE CRIMINAL CODE OF PROCEDURE, by paying the fine you are waiving your right to receive discovery information pertaining to your case. If you are requesting discovery information in regards to your case you must follow the rules of the Texas Criminal Code of Procedure.

**TO PAY IN FULL**, please complete the reply form below. You may pay in full by phone or online at [www.woodway-texas.com](http://www.woodway-texas.com) using a credit card or checking account. The right to a jury trial will be waived and the offense will be a conviction on the driving record.

**TO REQUEST A 30 DAY EXTENSION**, please complete the reply form below. Requests for payment plans or requests for alternative means of payment (community service/jail time credit) are required to appear before the judge on Wednesdays between 9:00 – 10:00 a.m.

**IF YOU WISH TO ENTER A PLEA OF NOT GUILTY** and desire a trial, please indicate on the reply form and mail your plea to the court on or before your 20 day appearance date. You will be notified by certified mail when you must appear for pretrial and any other required procedures. You have a right to trial by jury or judge, if you so request.

**TO REQUEST TO TAKE A DRIVING SAFETY COURSE OR DEFERRED DISPOSITION**, please submit the required form found

on the back of this form. These options are available to you if you qualify so that the moving violation does not go on your driving record.

**IF YOU FAIL TO RESPOND TO THIS CHARGE** within the 20 day (business days) appearance time, the offense fine amount increases to the maximum amount allowed and warrants issued for your arrest. Warrant fees of \$50 (each) will be assessed for executing or processing a warrant. If you fail to appear in court as required by law for prosecution of the offense(s), you may be denied the renewal of your driver license and vehicle registration and assessed additional fees. This Court uses a private collection agency (add 30% of balance) to collect on delinquent cases.

**JUVENILES**

**SUMMONS TO PARENT/GUARDIAN OF JUVENILE**

State law requires that juveniles 16 and under appear before the judge in person with a parent or legal guardian. A parent/guardian summons will be mailed with the official court date. Juvenile Court is held the 1<sup>st</sup> Tuesday of the month at 4 p.m. This summons issued to a parent is an order to appear personally at the hearing with the child. Failure of the parent to appear may result in arrest and is a class C misdemeanor. 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. On or 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 in the manner directed by the court. A violation of this subsection may result in arrest and is a Class C Misdemeanor. The obligation to provide notice terminates on discharge and satisfaction of the judgment or final disposition not requiring a finding of guilt.

**MINORS**

State law requires that all minors (under 21) that are charged with alcohol/tobacco related offenses must appear in person before the judge. The Judge Session is Wednesdays 9:00 – 10:00 a.m. Minors still in high school may appear during Juvenile Court.

**REPLY FORM**

Mail completed Reply Form to Woodway Municipal Court, 920 Estates Drive, Woodway, TX 76712. Enclose a self-addressed, stamped envelope if you need a receipt. Make checks or money orders payable to the City of Woodway. Credit Card payments (Visa, MasterCard, Discover, American Express are accepted by phone, (254) 772-4489 and online at [www.woodway-texas.com](http://www.woodway-texas.com).

Name (Print or type as it appears on your driver’s license)      Driver’s License Number      Email Address

Current mailing address      City/State/Zip      Telephone Number      Citation No.

I hereby enter a plea of    GUILTY or    NO CONTEST, I waive my appearance for trial and a conviction reported on my driving record.

- My full payment of the fine and court costs is enclosed.
- I request a 30 day extension. If not paid within 30 days, on the 31<sup>st</sup> day, the defendant shall pay an additional \$15. (Section 133.103, Local government code).
- I hereby enter a plea of NOT GUILTY and request the Court to advise me of my pre-trial court date by certified mail and email.

Signature      Date      Fine Amount

**SCHEDULE OF ACCEPTABLE FINES**

Fail to Maintain Financial Responsibility .....	\$392
<small>To confirm insurance, please have your insurance company forward the certificate to the Court. In the event you did not have insurance at the time the citation was issued but you obtain insurance prior to coming to Court, the Judge will reduce the fine/court costs to \$200.00/90 days to pay.</small>	
Driving While License Invalid .....	\$271
No Driver’s License .....	\$162
Fail to Display Driver’s License.....	\$215
Expired Vehicle Registration .....	\$128
<small>Charge may be dismissed if defendant remedies this defect and shows written proof to the Court within the defendant’s first court appearance. An administrative fee of \$20 must accompany proof.</small>	
Expired Driver’s License.....	\$151
<small>Charge may be dismissed if defendant remedies this defect and shows written proof to the Court before the defendant’s first court appearance. An administrative fee of \$20 must accompany proof.</small>	
Disregard Stop Sign .....	\$190
Disregard Red Light.....	\$190
Unsafe Lane Change .....	\$165
Use of Wireless Device in a School Zone .....	\$259
Public Intoxication .....	\$183
Possession of Drug Paraphernalia .....	\$286
Driver/Passenger unrestrained by seatbelt.....	\$184
Unrestrained Child .....	\$259
Animal Running at Large .....	\$136

Junk Vehicle.....	\$182
Parked in a Prohibited Area.....	\$117

**SPEEDING**

**No. of miles over the speed limit**

1-8.....	\$195
9-14.....	\$210
15-19.....	\$221
20-24.....	\$260
25-29.....	\$290
30-Up.....	\$334

**SPEEDING IN A SCHOOL ZONE**

**No. of miles over the speed limit**

1-8.....	\$220
9-14.....	\$235
15-19.....	\$246
20-24.....	\$285
25-29.....	\$315
30-Up.....	\$359

**DRIVING SAFETY COURSE REQUEST FORM**

You may be able to request that one charge (moving violation only) be dismissed by successfully completing a driving safety course or a motorcycle operator training course. You may lose that right, on or before your appearance date, if you do not provide the Court with the completed application of your request to take the course.

Name (Print or type as it appears on your driver's license) Citation No.

Current Mailing Address City/State/Zip Telephone Number

**ALL LINE ITEMS BELOW MUST BE INITIALED:**

I hereby plea \_\_\_GUILTY OR \_\_\_NO CONTEST
PURSUANT TO CHAPTER 39 OF THE CRIMINAL CODE OF PROCEDURE, by paying the court costs and requesting a DSC you are waiving
your right to receive discovery information pertaining to your case. If you are requesting discovery information in regards to your case you must follow the
rules of the Texas Criminal Code of Procedure.

I possess a valid Texas driver's license or permit. I do not hold a CDL license.

I have not taken a driving safety course in lieu of paying a fine during the past 12 months (class date to violation date).

I am not in the process of taking a course that is not yet reflected on my driving record.

I understand I cannot take the driving safety course in lieu of paying the fine if I am accused of speeding 25 miles
an hour or more over the posted speed limit.

I am providing a copy my vehicle insurance certificate with this application.

I am providing payment with this application to Woodway Municipal Court in the amount of \$144 or if violation occurred in a
school zone amount of \$169. If I decide to mail my application I understand I need to mail it certified. You will only pay to the
Court \$144 or \$169 if the offense occurred in a school zone.

I understand that I have 90 days to complete a driver safety course approved by the Texas Department of Licensing & Regulations
www.tdlr.texas.gov and to provide the court with the original class certificate showing successful completion of the driving safety
course. Your signature is required on the certificate.

I understand that I have 90 days to request a certified copy (form 3A) of my driving record from the Department of Public Safety
and to submit it to the court. Order online at www.texas.gov or pick up a form from the Court or download the form from
www.woodway-texas.com.

I, \_\_\_\_\_, 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

Notary Public or Deputy Court Clerk

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**DEFERRED DISPOSITION REQUEST FORM**

Name (Print or type as it appears on your driver's license) Citation #. and Offense

Current Mailing Address City/State/Zip Telephone Number

Do NOT send money with this request.

I swear or affirm that the following statements are true:

- I waive my right to a trial and enter my plea of NO CONTEST.
I was not charged with exceeding the posted speed limit of 25 miles per hour or more or cited in a construction zone.
I do not possess a Commercial Driver's License in any State.
I have not had deferred disposition for dismissal of a class C misdemeanor citation within one (1) year period prior to the issue date
of my citation.
I am not currently on deferred disposition (probation) for any citation in any other Court.

I understand that if deferred disposition is granted:

- After receiving approval from the judge, I will receive my Deferred Disposition Order by mail at the address I have provided above.
I will be placed on probation for a period of time not to exceed three (3) months.
If under the age of 25, I will be required to take a Driving Safety Course as a Term of Probation, per CCP 45.051.
If I violate any term of my probation, this citation will not be dismissed and a conviction will be reported to the Texas Department
of Public Safety to be included on my driving record.

PURSUANT TO CHAPTER 39 OF THE CRIMINAL CODE OF PROCEDURE by paying the special expense fee and court costs and requesting deferred
disposition, you are waiving your right to receive discovery information pertaining to your case. If you are requesting discovery information in regards to your case you
must follow the rules of the Texas Criminal Code of Procedure.

Date Signature