

Holland Municipal Court  
PO Box 157, Holland, Texas 76534  
102 W. Travis St., Holland, TX 76534  
PH. (254) 657-2460  
Fax (254) 242-0343

Court Hours  
Mon-Fri. 8:00am to 5:00pm  
Honorable Matthew Wright

Court Clerk  
Sandy Starks  
[ssstarks@cityofholland.org](mailto:ssstarks@cityofholland.org)

**YOUR RESPONSIBILITY TO APPEAR FOR THIS CITATION**

**HOW DO I RESPOND/APPEAR?**

Defendants MUST make an initial appearance in one of these ways:

- 1.) In person 2.) by mail 3.) by email 4.) by attorney representation

**HOW DO I KNOW MY EXACT RESPONSE/ APPEARANCE DATE?**

Your response date appears on your citation. It is the last day that is considered "on time." You may also contact the Court to confirm your due date.

**WHEN CAN I TAKE CARE OF MY CITATION?**

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 in the full amount of the fine to request a court date.

**FAILURE TO APPEAR ON OR BEFORE YOUR RESPONSE DATE** may result in a warrant being issued for your arrest, additional charges for failure to appear, and an increase of fines.

**INSTRUCTIONS FOR JUVENILES (AGES 10-16)**

Persons ages 10-16 must appear in person, in open Court, **WITH A PARENT OR LEGAL GUARDIAN. CONTACT THE COURT ON OR BEFORE THE APPEARANCE DATE ON THE CITATION TO SET THE COURT DATE.**

**TO RESPOND, CHOOSE OPTION 1, 2. OR 3**

**OPTION 1 PLEAD NO CONTEST OR GUILTY AND PAY FINE**

**APPEAR IN PERSON**

Come to the Holland Municipal Court Office during business hours. Monday-Friday 8:00 am to 5:00 pm.

**APPEAR BY MAIL**

You may submit your payment & plea by mail (not applicable to juveniles.) Payment type: **Cashier's Check or Money Order, Payable to Holland Municipal Court, or pay on our web page at [www.cityofholland.org](http://www.cityofholland.org)**

**APPEAR BY EMAIL**

You may submit your payment online [www.cityofholland.org](http://www.cityofholland.org) & plea by email to [ssstarks@cityofholland.org](mailto:ssstarks@cityofholland.org)

**Plea of No Contest**

I, the undersigned, do hereby enter my appearance on the complaint of the offense, to wit:

\_\_\_\_\_, charged in Municipal Court Citation Number \_\_\_\_\_.

(Violation)

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 Citation Number \_\_\_\_\_

(Violation)

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 understand that I have a right to file an appeal, with the court, within 10 (ten) days from the judgment date on this case. (The judgment will be entered on the date of your plea.) By entering a plea of guilty or no contest by mail you are declining to request discovery of evidence in your case.**

Under penalty of perjury

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Print Name

**Current Mailing Address**

**City, State and Zip**

**THE PLEA FORM MUST BE SIGNED BY THE DEFENDANT and into the court by the appearance date on your citation.  
(Over)**

**OPTION 2 PLEAD NOT GUILTY & REQUEST A PRE-TRIAL**

**Plea of Not Guilty**

I, the undersigned, do hereby enter my appearance on the complaint of the offense, to wit: \_\_\_\_\_, charged in Municipal Court Citation 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 Holland Municipal Court on any date for which this case is scheduled before this Court. I understand that if I do not appear anytime, a Failure to Appear charge may be filed and warrants may be issued for my arrest.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OPTION 3 REQUEST THE DRIVING SAFETY COURSE OPTION (YOU CAN APPLY BY MAIL FOR DSC)**

Please go to [www.tdlr.texas.gov](http://www.tdlr.texas.gov) for a list of Driver Safety Courses

You may require that **one (1)** moving violation charge be dismissed by taking a Drivers Safety Course (DSC). **HOWEVER, YOU LOSE THAT RIGHT IF YOU FAIL TO PROVIDE WRITTEN NOTICE TO THE COURT ON OR BEFORE YOUR APPEARANCE DATE OF YOUR DESIRE TO DO SO. (If Eligible)**

1. Valid **Texas** Driver's License Class "C" (**no CDL**)
2. DSC not taken in the past 12 months for the dismissal of a traffic violation
3. Personal Liability Insurance in your name or you listed as a driver
4. Going less than 25 mph over the speed limit

**IF YOU ARE ELIGIBLE, YOU MUST, ON OR BEFORE YOUR APPEARANCE DATE, SUBMIT THE FOLLOWING TO THE COURT:**

1. A plea of Guilty or No Contest (see form below)
2. A Sworn Affidavit (see form below)
3. Provide proof of liability insurance in your name or you as a listed driver on policy
4. Pay proper fee of **\$144.00 (do not pay original court cost)**. If the violation was in a school zone add an additional \$25.00 (**Cashier's Check or money order Payable to Holland Municipal Court**, or at [www.cityofholland.org](http://www.cityofholland.org) with a debit/credit card)
5. Copy of Driver's License
6. Copy of Driving record for the past 3 years (type 3(a)) from Driver Improvement Texas Department of Public Safety, P.O. Box 15999, Austin, Texas 78761-5999, or at <https://www.dps.texas.gov/section/driver-license/how-order-driver-record>.

**YOU WILL NOT RECEIVE CONFIRMATION IN REFERENCE TO THIS REQUEST, UNLESS THE COURT FINDS YOU ARE NOT ELIGIBLE FOR THE DSC OPTION. YOU MAY SEND THE FORM "RETURN RECEIPT REQUESTED" BY THE U.S. POST OFFICE IF YOU WANT TO KNOW IF WE RECEIVED THE INFORMATION.**

**If you are eligible and submit the above to the Court on or before your appearance date**, you will then have ninety (90) days from the appearance date to have the State Approved DSC into the court. The school that you attend does not submit the certificate to the Court. It is your responsibility to produce the certificate of completion to the Court. **A fine of \$200.00 will be charged if the course is not completed within the prescribed time limit.**

**I HEREBY ENTER A Plea of ( ) Guilty ( ) No Contest**, waive my right to a jury trial and request a 90 day deferment to take a Drivers Safety Course approved by the State of Texas.

**AFFIDAVIT**

**I swear that I have not had a Drivers Safety Course within the last 12 months for the dismissal of a traffic charge nor that I am taking a Drivers Safety Course for some other traffic charge and that I have not taken a Drivers Safety course that is not reflected on my driver record.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Citation # \_\_\_\_\_ DL# \_\_\_\_\_

**Violation**

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

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF TEXAS

## COMMON VIOLATION FINE AMOUNTS

Speeding 1-19 mph over	\$235.00		
Speeding 20 mph over	\$330.00		
Speeding in a School Zone	\$355.00		
Driver's license expired 0-60 days	\$280.00	with proof of renewal	\$20.00.
No Driver's License	\$280.00		
Driving While License Invalid	\$280.00		
Motor Vehicle Registration Expired 1-2 months	\$280.00	With proof of Registration	\$20.00.
Fail to maintain financial responsibility	\$430.00	Dismissed with proof at time of stop.	
Disregard Stop or Yield Sign	\$330.00		
Defective Equipment	\$220.00	With proof of Repair	\$10.00
Seat belt Driver at least 17 years of age	\$130.00		
Unrestrained Child	\$330.00		
Possession of Drug Paraphernalia	\$385.00		

Please call the Court on all City Ordinance Violations or any Violations not listed

254-657-2460

### **ADMONISHMENT AS TO FINANCIAL CHANGES FORM**

**ALL DEFENDANTS unable to pay the ENTIRE FINE AND COURT COSTS WHEN SENTENCED are REQUIRED to CAREFULLY READ and ACKNOWLEDGE the following:**

TODOS los DEFENDIENTES sin capacidad de pagar LA MULTA COMPLETA Y LOS COSTOS de CORTE despues de lasentencia, NECESITARAN LEER completamente y RECONOCER lo siguiente:

**I, the undersigned, acknowledge that until my fines and courts costs are paid in full, I agree to notify the Court of any changes in my personal financial situation that will likely interfere with my ability to pay the fine and court costs in the manner ordered by the Judge.**

Yo, el infrascrito, reconozco que hasta que mis multas y el costo de corte son completamente pagados yo estoy de acuerdo en notificar a este juzgado de cualquier cambio en mi situacion financiera o personal que interfiera con mi capacidad de pagar la multa y costos de corte en la manera ordenada por el Juez.

**It is my responsibility to keep the Court informed of my ability to pay the fine and court costs. It is my responsibility to keep the Court informed in the event of financial hardship.**

Es mi responsabilidad de informar a este juzgado de mi capacidad de pagar la multa y los costos de la corte. Es mi responsabilidad de informar a este juzgado en caso de dificultades economicas.

**Depending on the situation, I understand that the Judge may be able to offer me other ways to pay or earn credit towards my fine and court costs. For the Judge to consider such circumstances, and to avoid the possibility of being arrested, I am required to provide timely and sufficient proof to the Court.**

Dependiendo en la situacion, yo comprendo que el juez podra ofrecermme otras maneras de recibir or ganar credito hacia la multa y los costos de corte. Para que el juez considere la circunstancia, y para evitar la posibilidad de ser detenido, yo necesito proveer suficientes y oportunas pruebas a este juzgado.

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**DEFENDANT'S SIGNATURE / SIGNATURA DE DEFENDIENTE**

## **Deferred Disposition (If you are not eligible for Driver's Safety Course)**

### **Definition**

Deferred disposition is a way of having your citation dismissed after satisfactory completion of a probationary period during which no additional convictions are received, and after all requirements imposed in the deferred order are satisfied.

The judge may, in the judge's sole discretion, defer disposition on most cases. **You must, however, appear in court, on your court date at the bottom of the citation to request Deferred.** The holder of a commercial driver's license (CDL) is not eligible for deferred disposition on moving traffic violations. Costs must generally be paid when the court grants deferred, and the court may impose a special expense fee not to exceed the maximum fine amount authorized by state law. If you complete the required terms, the case is dismissed. The deferred period cannot exceed 180 days.

If you are under the age of twenty-five (25) years you are required by Texas law to attend a Driving Safety Course as a condition of deferred disposition.

### **Judge's Ability to Dismiss**

The municipal judge is responsible for conducting a fair, impartial, and public trial. The case against you is brought by the State of Texas through the prosecutor, not the court. Therefore, the judge may not dismiss a case without the prosecutor having the right to try the case. There are several exceptions to this rule, including deferred disposition, driving safety courses, and compliance dismissals.