

1. This letter is furnished to you as a courtesy of Justice Court, Precinct #1-2 of Fort Bend County, Texas to assist you in making disposition of the charge(s) filed against you.
2. IF YOU WISH TO ENTER A PLEA OF "NOT GUILTY" and desire to have a trial, you must so indicate in the proper spaces provided below. You must enter your "Not Guilty" plea on or before your appearance date and request a trial by either judge or jury.

If your case is in warrant status, you must contact the Court.

You must submit the below letter, and a copy of the citation no later than the appearance date shown on the citation. You will be notified of your pre-trial motion date and your trial date by return mail.

3. IF YOU WISH TO ENTER A PLEA OF 'GUILTY", please so indicate below in the proper space provided. To determine your fine(s) and cost(s), refer to the schedule shown above. The Guilty plea indicates you agree to waive appearance before the Court for trial by judge or jury.
4. IF YOU WISH TO ENTER A PLEA OF "NOLO CONTENDERE", please so indicate in the proper space provided below. A plea of "Nolo Contendere" means that you do not contest the State's charge(s) against you and that you agree to waive appearance before the Court for trial by judge or jury. The fine for "Nolo Contendere" plea is the same as that for a plea of "Guilty". To determine the amount of the fine(s) and cost(s), refer to the schedule of standard fines shown above.
5. THIS COURT DOES NOT ACCEPT PERSONAL CHECKS. MAKE ALL REMITTANCE BY CASHIER'S CHECK OR MONEY ORDER MADE PAYABLE TO: MARY S. WARD, JP#1-2, FORT BEND COUNTY, 301 JACKSON, ROOM 101, RICHMOND, TEXAS 77469.

CASH IS ACCEPTED IF PAYMENT IS MADE IN PERSON ONLY.

FOR ADDITIONAL PAYMENT OPTIONS: VISIT THE WEBSITE AT:  
[WWW.CO.FORT-BEND.TX.US](http://WWW.CO.FORT-BEND.TX.US).

RETURN A COPY OF THE CITATION (TICKET) AND THE BOTTOM PORTION OF THIS LETTER WITH YOUR REMITTANCE TO INSURE PROPER CREDIT.

**RETURN THIS PORTION TO COURT**

( ) I hereby enter a plea of "Not Guilty". I request a trial by \_\_\_\_\_ Judge \_\_\_\_\_ Jury. (Check One). I understand that the Court will notify me by mail of my pre-trial and trial dates. I will advise the Court of any changes in my address.

( ) I hereby enter a plea of "Guilty" and waive appearance for trial. I enclose my fine in the amount of \$ \_\_\_\_\_ by money order or cashier's check.

( ) I hereby enter a plea of "Nolo Contendere" and waive appearance for trial. I enclose my fine(s) in the amount of \$ \_\_\_\_\_ by money order or cashier's check.

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

Enclose a copy of the Citation (ticket) with your remittance.

\_\_\_\_\_  
Name (Please print as it appears on your driver's license) Drivers License Number

\_\_\_\_\_  
Current Address City, State, Zip Code Phone/Cell Number

\_\_\_\_\_  
Citation Number Date of Citation Date of Birth Date Cited to Appear

IF YOU FAIL TO APPEAR IN COURT AS REQUIRED BY LAW, YOU MAY BE DENIED THE RENEWAL OF YOUR DRIVERS LICENSE AND BE ASSESSED AN ADDITIONAL FEE.

IF YOU FAIL TO PAY THE FINE AND COSTS AS DIRECTED, THE COURT MAY ISSUE A WARRANT COMMANDING A PEACE OFFICER TO ARREST YOU AND PLACE YOU IN JAIL. YOU WILL BE REQUIRED TO PAY ADDITIONAL FEES IN CONNECTION WITH THE ISSUANCE OF THE WARRANT.

PHYSICAL COURT ADDRESS: 1517 EUGENE HEIMANN CIRCLE, STE 100, RICHMOND, TEXAS 77469

OFFICE NUMBER: (281) 341-3742 FAX: (281) 341-3746