



Office of Justice of the Peace Clay County, Texas

Instructions for Drivers Safety Course

A. WRITTEN REQUEST AND PAYMENT OF COURT COSTS

- a. You must send a written request (form available online) and pay Court Costs and Fees on or before the appearance date indicated on your citation (ticket).
- b. DO NOT take the Driver's Safety Course until approved by the Court.

B. YOU WILL NOT BE APPROVED FOR THE FOLLOWING REASONS

- a. If you have a CDL (commercial driver's license) you are not eligible to take a Driver's Safety Course for dismissal under current Texas law.
- b. If you were driving more than 25 miles per hours over the posted speed limit you are not eligible to take a Driver's Safety Course for dismissal under current Texas law.
- c. If you were driving more than 95 miles per hour you are not eligible to take a Driver's Safety Course for dismissal under current Texas law.

C. MUST HAVE VALID TEXAS DRIVER'S LICENSE OR ACTIVE-DUTY MILITARY

- a. You must have a valid Texas driver's license or hold a valid license in another state and be active-duty military to be eligible to take a Driver's Safety Course for citation dismissal.

D. ADDITIONAL ELIGIBILITY REQUIREMENTS

- a. You cannot have completed a Driver's Safety Course within the past twelve (12) months from the date of the citation. Under Texas law, a person is allowed to take the Driver's Safety Course to have one violation or ticket dismissed once each calendar year.

E. THE FOLLOWING ITEMS MUST BE SENT TO THE COURT TO BE APPROVED

- a. Money Order or Cashier's Check for fees and costs
 - i. Fees and costs are \$ _____
 - ii. Make payable to Clay County Justice of the Peace
- b. Request form
 - i. Read, complete, sign and date the Driving Safety Course Request form.
- c. Copy of insurance coverage
 - i. Send a valid copy of your proof of insurance (financial responsibility)

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Henrietta, Texas 76365

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- d. Certified copy of your driving record.**
 - i. A request form is available on the Web Site for the Court.**
- e. Copy of your drivers' license**
- F. ONCE APPROVED**
 - a. The Drivers' Safety Course must be completed within 90 days from the date of approval.**
 - b. When completed, you must send the following back to the Court**
 - i. Original Certified copy of driving record from D.P.S.**
 - 1. To obtain this record, complete the form "Application for Copy of Driver Record" and mail it to D.P.S. with ten dollars (\$10) at the address at the top of the form.**
 - 2. Make sure your mailing address is correct.**
 - ii. Certificate of completion for Drivers' Safety Course.**

If you do not send all the information required back to the Court within 90 days, you will be in default and the opportunity to have your case dismissed may be removed.

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