



## Office of Justice of the Peace Clay County, Texas

214 N. Main Street  
P.O. Box 71  
Henrietta, Texas 76365

Phone: 940.538.6531  
FAX: 940.264.4161

The citation issued to you by a Department of Public Safety Trooper or Clay County Sheriff's Deputy will result in a complaint being filed against you in this court. If you fail to respond to the charges on or before the appearance date on the citation, an additional charge will be filed for fail to appear and the Department of Public Safety will DENY RENEWAL of your Driver License.

**JUVENILES AND PROVISIONAL LICENSE HOLDERS MUST APPEAR IN PERSON WITH PARENT OR GUARDIAN. PLEASE CONTACT THE COURT FOR INSTRUCTIONS.**

This information is provided to you through the courtesy of the court to allow you to take care of this matter by mail if you so desire. You must complete the form as instructed. **CDL LICENSED DRIVERS MUST CONTACT THE COURT.**

### 1. Payment of acceptable fine

Please fill out Section (A). Circle the plea you want to enter in Section (B) and enter the violation in the blank. Mail the form with a copy of your citation to the address above. Sign and date the Section in the space provided. Payment must be enclosed unless you are unable to pay. If you are unable to pay, please call the Court.

### 2. Contesting your citation

Please fill out Section (A). Fill out Section (C) and enter the violation in the blank. Mail the form with a copy of your citation to the address above. Sign and date the Section in the space provided. Your case will be set for a Pre-Trial Docket and the court will notify you of the date and time to appear. If settlement cannot be reached at Pre-Trial, a date will be set for trial by jury or by Judge if you waive trial by jury.

#### Section A – Personal Information (must be completed)

\_\_\_\_\_

Print name as it appears on the citation

\_\_\_\_\_

Driver's license number and state

\_\_\_\_\_

Mailing address

\_\_\_\_\_

City, State, Zip

\_\_\_\_\_

Phone number

Email address: \_\_\_\_\_

The Court only accepts Cashier's Check or Money Order. **NO personal checks or cash**

**Section B – Payment of acceptable fine**

I hereby enter a plea of (circle one):

**Guilty**  
**No Contest**

to the charge of \_\_\_\_\_, waive jury trial and appearance for trial. I enclose a copy of the citation and cashier’s check or money order for the fine amount made payable to the court as indicated above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of defendant

**Section C – Contesting your citation**

I hereby enter a plea of not guilty to the charge of \_\_\_\_\_ and request a pretrial hearing. *The court will notify you of the date and time.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of defendant