

TWILAH WARD
CRANE COUNTY JUSTICE OF THE PEACE
PO BOX 148
CRANE, TX 79731
432-558-1108 Office
432-558-1185 Fax
jpweb@co.crane.tx.us

This letter is furnished as a courtesy to assist you in handling your case. Your signature on a citation is a legal commitment to make an appearance before the Judge. This may be done through the mail by using this reply form. Failure to make an appearance may result in the following:
(1) Additional charges filed against you (2) Warrant issued for your arrest (3) Incapable of renewing Driver's License.

**PLEASE CALL THE JUSTICE COURT FOR THE AMOUNT OF YOUR FINE OR
YOU MAY GO ONLINE WITHIN 48 HOURS TO PAY YOUR CITATION**

PAYMENTS CAN BE MADE BY THE FOLLOWING:

ONLINE -<https://cranecountytxjp.municipalonlinepayments.com/cranecountytxjp>

QR CODE



**MAIL - MONEY ORDER OR CASHIER'S CHECK PAYABLE to: Crane County JP
NO PERSONAL CHECKS -DO NOT MAIL CASH**

PLEA FORM

Sign, Date, and Mail THIS ORIGINAL PLEA FORM to the Court BEFORE OR BY Appearance Date on Citation

I, the undersigned, enter the following plea in the case charged against me

Guilty - You accept you violated the law as charged /waive appearance

No Contest-You do not wish to contest the State's charges/waive appearance

Not Guilty -You did not commit offense/Request Trial - Trial by Judge Trial by Jury

AN APPEARANCE BOND MAY BE REQUIRED – ASK THE COURT CLERK

YOU MUST INDICATE YES OR NO BELOW WHEN REQUESTING A TRIAL

TRANSLATOR – I WILL NEED A TRANSLATOR FOR TRIAL Yes or No - Language _____

Printed Name: _____ Phone: _____

Mailing Address: _____

Signature: _____ Date: _____

Citation or Cause #: _____

ALL INFORMATION MUST BE COMPLETE BEFORE THE COURT ACCEPTS AND ENTERS YOUR PLEA

You **MAY** be eligible to take a **DRIVER SAFETY COURSE (DSC)**; the qualifications are as follows:

CONDITIONS:

- Must have a current Texas Driver's License – **to be Eligible**
- CDL holders are **not eligible** for the Drivers Safety Course (DSC)
- Speeding in a WORK ZONE with WORKERS PRESENT **NOT ELIGIBLE**
- Driving at a speed of 95 mph or more you are **not eligible** for DSC
- Driving 25 mph or more over posted speed limit **not eligible**
- Drivers who have taken a DSC in the last 12 months are **not eligible**
- Drivers who are currently taking a DSC for another ticket are **not eligible**

REQUIREMENTS:

Enter a plea of Guilty or No Contest on or before the court date on your citation, request a Driver's Safety Course and send the following to the Court

1. Copy of Driver's License (Non-commercial only)
2. Copy of Current Insurance
3. Copy of Citation
4. Payment of \$157.00 (M.O. Payable to Crane County Justice of The Peace) **NO PERSONAL CHECKS**
5. Certified Driving Record (Type 3A) from: <https://txapps.texas.gov/tolapp/txldrctr/TXDPSLicenseeManager>

COMPLETE CONTACT INFORMATION

6. NAME: _____
MAILING ADDRESS: _____
TELEPHONE: _____
CITATION OR CAUSE#: _____

7. Mail or Bring ORIGINAL DOCUMENTS to the COURT BEFORE or BY APPEARANCE DATE ON CITATION
8. SIGN AND NOTARIZE STATEMENT BELOW – MAIL OR BRING WITH DOCUMENTS

9. DO NOT TAKE A DRIVING SAFETY COURSE UNTIL YOU RECEIVE AN APPROVAL LETTER FROM THE COURT, or YOU WILL BE DISQUALIFIED FOR DSC.

PLEA AND NOTARIZED STATEMENT FOR DRIVING SAFETY COURSE

I, _____ enter a plea of _____ No Contest _____ Guilty
(Print Name)

Waive MY RIGHT TO TRIAL AND REQUEST TO TAKE A DRIVING SAFETY COURSE (APPROVED BY THE TEXAS EDUCATION AGENCY) IN PLACE OF THE TRAFFIC FINE. I understand if I do not complete the DSC course within 90 days, I must remit the remainder of the fine, and a conviction will be reported to the State of Texas DPS.

Signed: _____ Date: _____

Sworn to and subscribed before me on the above date.

Notary Public for the State of Texas

(Seal)