



WHAT ELSE SHOULD I KNOW?

JUVENILES REQUIRE COURT APPEARANCE

All juveniles (ages 10 to 16) must appear in person in court with a parent or legal guardian and cannot dispose of any case by mail or without an appearance. All persons under 21 charged with an age-related alcohol offense or public intoxication must appear in court in person. If necessary before your appearance date, you can request your case be rescheduled to juvenile night court held on the third Monday of each month. See the court website or contact the court for more details.

DISMISSALS WITH CERTAIN DOCUMENTS

Some violations (i.e. expired registration or no insurance) can be dismissed by presenting certain documents at the clerk's window on or before your court date without having to see the judge. See a list of these violations and required documents by accessing the court's website.

COURT IS IN SESSION

Arraignments (a defendant's initial court appearance) are held Tuesday through Friday at 9 a.m. For court appearances, you must check in at the court window by 8:30 a.m. for placement on the court docket.

Most cases can be handled without a court appearance. This brochure explains your options for paying your ticket by mail, online or by phone.

City of Sugar Land Municipal Court

P.O. Box 110
1200 Highway 6 South
Sugar Land, TX 77487-0110

Office Hours:

Monday - Friday, 8 a.m. - 5 p.m.
Ph: 281-275-2390
Fax: 281-275-2648
municipalcourt@sugarlandtx.gov



TAKING CARE OF YOUR TICKET



DRIVING SAFETY AND DEFERRED OPTIONS THAT KEEP YOUR DRIVING RECORD CLEAR

DRIVING SAFETY COURSE (DSC)

To request permission to take a Driving Safety Course by mail you must send: (1) this form, signed and notarized; (2) a copy of your driver's license; (3) a copy of your insurance card naming the defendant as an insured driver; and (4) payment of court cost. See the court website or contact the court for the amount.

Name (Last, First) _____

Mailing Address _____

_____ Phone # _____

Citation # _____

I do solemnly swear or affirm that the following statements are true and correct:

- I am the person named in the above-referenced citation.
- I possess a valid Texas Driver's License.
- I do not possess a Commercial Driver's License (CDL).
- I am not taking a Driving Safety Course at the time of this request; I have not taken a Driving Safety Course to have a ticket dismissed during the 12 months before the date of this citation; and I have not completed such a course that is not shown on my record with the 12 months preceding the date of the offense.
- The offense did not occur in a construction zone with workers present.
- The offense did not involve passing a school bus.
- I am not charged with driving 25 mph or more over the posted speed limit.
- I possess a valid automobile insurance policy with my name on the policy as a covered driver.
- I understand that if I fail to complete a Driving Safety Course in a timely manner, the fine plus court costs will be assessed and the citation will appear on my record.

By submitting this form, I am hereby entering a plea of NOLO CONTENDERE. I waive my right to a jury trial, and I request the option to complete a Driving Safety Course.

Signature _____

SWORN AND SUBSCRIBED before me, the undersigned authority on this the _____ day of _____, 20_____.

Notary Public in and for the State of Texas

DEFERRED DISPOSITION (PROBATION)

If eligible, the disposition of a case can be deferred for 150 days upon certain conditions. If the defendant reports compliance and all conditions have been satisfied, the case will be dismissed at the end of the deferral period. Failure to comply or to report compliance will result in a conviction appearing on the driving record. YOUR REQUEST FOR DEFERRED DISPOSITION WILL NOT BE GRANTED IF YOU ARE ELIGIBLE TO COMPLETE A DRIVING SAFETY COURSE OR IF YOU ARE CHARGED WITH A NON-TRAFFIC OFFENSE.

To request permission to take a Driving Safety Course by mail you must send: (1) this form, signed and notarized; (2) a copy of your driver's license; (3) a copy of your insurance card naming the defendant as an insured driver; and (4) payment of the required fees. You will need to contact the court for the correct amount.

If approved, a copy of the order deferring disposition will be mailed to the address provided below. That order will set out all the conditions of deferred disposition and give you the information necessary to report your compliance. If you do not receive this paperwork within 15 days, you must contact the court.

Name (Last, First) _____

Mailing Address _____

_____ Phone # _____

Citation # _____

I do solemnly swear or affirm that the following statements are true and correct:

- I am the person named in the above-referenced citation.
- I possess a valid Texas driver's license.
- I possess a valid automobile insurance policy with my name on the policy as a covered driver.
- I was 17 years of age or older at the time of citation.
- I have completed a Driving Safety Course to get a case dismissed during the 12 months prior to the date this citation was issued.
- I do not hold a Commercial Driver's License (CDL).
- The offense did not occur in a construction zone with workers present.
- The offense did not involve passing a school bus.
- I am not charged with driving 25 mph or more over the posted speed limit.
- I am not presently on deferred disposition and I have not been on deferred disposition in this court or any other court within the past 24 months.

I hereby enter my plea of NOLO CONTENDERE, waive my right to trial by jury and request deferred disposition.

Signature _____

SWORN AND SUBSCRIBED before me, the undersigned authority on this the _____ day of _____, 20_____.

Notary Public in and for the State of Texas

TO SIMPLY PAY THE FINE FOR YOUR TICKET

Use the envelope to mail your payment (cashier's check, money order or a personal check under \$200 – payable to SLMC) with the following signed waiver:

WAIVER AND PLEA

I hereby plead NOLO CONTENDERE to the offense(s) charged and waive my right to trial by jury. Payment for the full amount of the fine is enclosed.

Signature _____

Citation # _____

Amount \$ _____

NEED TIME TO PAY?

I am unable to pay the fine in full at this time. I hereby enter my plea of NOLO CONTENDERE to the offense(s) charged and waive my right to trial by jury. I understand that a conviction will be entered against me. I request the court to inform me of the amount of the fine(s) assessed and agree to pay said amount within 30 days after receiving notice of the amount from the court.

Signature _____

Mailing Address _____

Citation # _____

24-HOUR ACCESS



PAY ONLINE

www.sugarlandtx.gov/court



AUTOMATED PHONE SYSTEM

281-275-2390

- Access your fine amount by entering your citation number or driver's license number.
- Pay your fine amount with a credit card.