

## PLEA OF NOT GUILTY

I WISH TO PLEAD NOT GUILTY TO THE CHARGE(S) LISTED BELOW AND HAVE A CIVIL HEARING ON THE SAME.

\_\_\_\_\_  
DEFENDANT

\_\_\_\_\_  
PARENT/GUARDIAN

\_\_\_\_\_  
CITATION/CASE NUMBER

\_\_\_\_\_  
CITATION/CASE NUMBER

\_\_\_\_\_  
CHARGE

\_\_\_\_\_  
CHARGE

\*\*\*\*\*

IN ORDER TO SERVE YOU MOST EFFICIENTLY, IT IS NECESSARY TO PROVIDE, FULLY AND CORRECTLY, THE FOLLOWING INFORMATION:

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER WHERE YOU MAY BE CONTACTED DURING THE DAY

\_\_\_\_\_  
DEFENDANT'S SIGNATURE

CHECK BOX IF THIS IS A CHANGE OF ADDRESS AND COURT FILE SHOULD BE UPDATED.

### PLEASE NOTE:

**You will be notified of the date on which your Civil Hearing will be held. Continuances will NOT be granted except in cases of emergency, and by permission of the Court only. If you wish to CANCEL your hearing, you may do so by paying the civil penalty and entering a written plea of guilty BEFORE the hearing date. If you request a hearing and the County Judge/Magistrate determines that you have committed the offense, the County Judge/Magistrate may impose a penalty not to exceed \$1,000.00 or require completion of a Driver Improvement Course, or both.**

**All witnesses and evidence must be presented with you on the day of the hearing. If you have witnesses whose testimony is pertinent to your case, and who will not come voluntarily, please contact our office no later than three weeks prior to your Civil Hearing date and you will be advised of the fees necessary to subpoena your witnesses.**