

Buffalo Texas Municipal Court

P.O. Box 219 Buffalo, TX 75831

Phone: (903)-322-5347 Fax: (903)-322-1001

Office Hours: Monday-Friday 8:00am-4:00pm

Judge: Nora Garcia-Mata Clerk: Jessica Beaird

<https://buffalotex.com/departments/municipal-court/>

****THIS LETTER IS FURNISHED TO YOU THROUGH THE COURTESY OF THE COURT TO ALLOW YOU TO TAKE CARE OF THIS MATTER BY MAIL, IF YOU SO DESIRE. YOU DO NOT HAVE TO APPEAR BEFORE THE COURT IF YOU READ THROUGH THIS FORM, SIGN YOUR NAME ON THE LINE NEXT TO THE PLEA OPTION OF YOUR CHOICE, AND FOLLOW THE INSTRUCTIONS FOR THAT OPTION. PLEASE MAIL ON OR BEFORE THE APPEARANCE DATE ON YOUR CITATION.**

NAME (AS IT APPEARS ON DRIVER'S LICENSE) DRIVER'S LICENSE NUMBER CITATION NUMBER

PHONE NUMBER MAILING ADDRESS E-MAIL ADDRESS

IF YOU WOULD LIKE TO KEEP YOUR CITATIONS OFF YOUR RECORD, LOOK OVER OPTIONS 3&4.

****IF YOU ARE UNDER 17, YOUR PARENT/GUARDIAN MUST CONTACT THE COURT FOR YOUR OPTIONS****

OUT OF STATE VIOLATORS PLEASE CONTACT THE COURT FOR YOUR OPTIONS

OPTION 1: PAYMENT OF FINE x _____

Credit card payments are accepted with an additional convenience fee. Pay online at <https://www.trafficpayment.com/>

To avoid a fee, follow the instructions below and mail in your payment.

I hereby enter a plea of **GUILTY** or **NO CONTEST** (Circle One) and waive my right to a trial appearance. Enclose a **Cashier's Check** or **Money Order** for the full amount of the fine made payable to Buffalo Municipal Court. **NO PERSONAL CHECKS**

OPTION 2: REQUEST A TRIAL x _____

I hereby enter a plea of **NOT GUILTY** and request a trial before the JUDGE or JURY. (Circle One)

You will be notified by mail of the date of your pre-trial hearing. Also Use if under 17.

OPTION 3: REQUEST FOR DEFERRED DISPOSITION x _____

ELIGIBILITY REQUIREMENTS FOR DEFERRED DISPOSITION

-You must request Deferred Disposition on/before the appearance date on your citation. You must not receive another citation in the City of Buffalo within your probationary period (90 days). You must pay all amounts due as ordered/scheduled by the Court. Must provide proof of personal auto insurance. If under the age of 25, you are required to take a Driver's Safety Course approved under Ch. 1001, Education Code.

YOU ARE NOT ELIGIBLE FOR DEFERRED DISPOSITION IF YOU HOLD A CDL, ARE 25 MPH OVER POSTED LIMIT, TRAVELING 100 MPH OR MORE, OR SPEEDING IN A SCHOOL/WORK ZONE WHEN WORKERS ARE PRESENT.

I hereby enter a plea of **GUILTY** or **NO CONTEST** (Circle One) and waive my right to a trial. I would like to request Deferred Disposition to keep the citation off my driving record. Please enclose a **cashier's check** or **money order** in the amount of your fine plus the Special Expense Fee for each violation made payable to Buffalo Municipal Court. You will receive further correspondence via mail. **NO PERSONAL CHECKS.**

PLEASE INCLUDE A SELF-ADRESSED STAMPED ENVELOPE.

OPTION 4: REQUEST FOR DRIVING SAFETY COURSE (SIGN AND NOTARIZE BOTTOM OF FORM)

A Driving Safety Course may dismiss ONE moving violation per year. If you have multiple violations you may also request Deferred Disposition. The following affidavit must be completed, signed, and notarized. Failure to submit request on/before your appearance date will result in ineligibility for a Driver's Safety Course. You are required to pay the court cost of \$144.00 instead of total citation amount.

YOU ARE NOT ELIGIBLE FOR A DRIVER'S SAFETY COURSE IF YOU: HOLD A CDL, ARE 25 MPH OVER POSTED LIMIT, TRAVELING 100 MPH OR MORE, OR SPEEDING IN A SCHOOL/ WORK ZONE WHEN WORKERS ARE PRESENT. ELIGIBILITY REQUIREMENTS FOR DRIVER'S SAFETY (YOU MUST BE ABLE TO ANSWER TRUE TO EACH STATEMENT BELOW IN ORDER TO BE ELIGIBLE)

I possess a TEXAS Driver's License.

I have not taken a Driver's Safety Course in the last 12 months nor am I currently enrolled in a course for another citation.

I have enclosed a copy of my personal auto insurance.

I have enclosed a **Cashier's Check** or **Money Order** in the amount of \$144.00, payable to **Buffalo Municipal Court. NO PERSONAL CHECKS.**

I hereby enter a plea of **GUILTY** or **NO CONTEST** (Circle One) and waive my right to a trial. I would like to request a Driver's Safety Course to keep the citation off my driving record. **YOU WILL RECEIVE CORRESPONDENCE VIA MAIL.**

Once above requirements are met, it is up to the defendant to locate, register, and complete the State approved course. You will have 90 days from the approval of your plea to complete the Driver's Safety Course and provide the court with the original certificate of completion and a copy of your 3A driving record.

PLEASE INCLUDE A SELF-ADRESSED STAMPED ENVELOPE.

Defendant's Signature

Date

SWORN TO ME AND SUBSCRIBED BEFORE ME ON THE _____ DAY OF _____ 20_____.

(NOTARY SEAL)

NOTARY PUBLIC

revised 2022

DRIVER'S SAFETY COURSE REQUEST**\$144****SPEEDING VIOLATIONS**

1-9 MPH OVER LIMIT	\$204
10-15 MPH OVER LIMIT	\$219
16-20 MPH OVER LIMIT	\$234
21-25 MPH OVER LIMIT	\$285
26-30 MPH OVER LIMIT	\$310
31 OR OVER LIMIT	\$334

****ADD EXTRA \$25 IF OCCURRED IN SCHOOL ZONE******DEFERRED DISPOSITION SPECIAL EXPENSE FEE FOR SPEEDING*****to be added in addition to fine already owed***

1-10 MPH OVER LIMIT	+\$50
11-15 MPH OVER LIMIT	+\$75
16-20 MPH OVER LIMIT	+100
OVER 20 MPH	CONTACT COURT

OTHER VIOLATIONS

OPEN CONTAINER	\$314
RUNNING STOP LIGHT	\$244
RUNNING STOP SIGN	\$244
FAILURE TO YIELD ROW	\$244
FAILURE TO CONTROL SPEED	\$244
FAILURE TO DRIVE IN A SINGLE LANE	\$244
PASSING IN NO PASSING ZONE	\$244
MAKING IMPROPER TURN	\$244
RACING OR CONTEST OF SPEED	\$244
NO VALID MVI	\$244
REGISTRATION VIOLATIONS*	\$244
EXPIRED OR NO DRIVER'S LICENS (1 ST OFFENSE)*	\$244
FAILURE TO DIM LIGHTS ON DEMAND	\$244
PERMITTING UNLICENSED PERSON TO DRIVE	\$250
DEFECTIVE OR NO MUFFLER	\$244
DEFECTIVE LIGHTS	\$244
DEFECTIVE BRAKES	\$244
FOLLOWING TOO CLOSELY	\$250
NO LIABILITY INSURANCE*	\$330
DISPLAYING A FICTITIOUS LICENSE PLATE	\$250
SEAT BELT VIOLATION	\$184
FAILURE TO STOP FOR SCHOOL BUS (ADD \$25 IF IN SCHOOL ZONE)	\$333
ALL DISORDERLY CONDUCT	UP TO \$500
PUBLIC INTOXICATION	UP TO \$500
PROHIBITED USE OF CELL PHONE IN SCHOOL ZONE	\$250
THEFT UNDER \$50	UP TO \$500
CHILD NOT SECURED	CONTACT COURT
MINOR IN POSSESSION (1 ST OFFENSE)	CONTACT COURT
POSSESSION OF TOBACCO BY MINOR(UNDER SB 55)(1 ST OFFENSE)	CONTACT COURT

*FOR DISMISSAL OF EXPIRED DRIVERS LICENSE OR EXPIRED REGISTRATION VIOLATIONS, PLEASE SUBMIT TO THE COURT PROOF OF RENEWAL ALONG WITH A \$20.00 DISMISSAL FEE.

(MUST PAY THE PENALTY FEE FOR THE REGISTRATION FOR PROPER DISMISSAL)

NO DISMISSAL FEE FOR VALID PROOF OF INSURANCE AT THE TIME OF VIOLATION

*****PLEASE CONTACT COURT IF YOU ARE UNSURE OF AMOUNT OWED BEFORE SUBMITTING ANY PAYMENTS*****

****The appearance date on your citation is not an appointment with the Judge. That is the date your response/plea is due using the opposite side of this form. Please choose an option (1-4), follow instructions under the option you choose, and MAIL this form back to the court ON OR BEFORE your appearance date(due date). You will receive correspondence from the court via mail.***