

# Irving Municipal Court Plea Form

You must choose one of the options under 1, 2 or 3 listed below, fill out form completely, print the plea form, sign and return to the Municipal Court, by mail or fax, **no later than 21 calendar days** from the date your citation was issued. (Usted puede elegir una de las siguientes opciones que aqui aparecen y devolver esta citación a la Corte Municipal por medio del correo o por fax a mas tardar 21 dias a partir de la fecha en que la citación le fue entregada.)

**If you fail to appear in court as required by law for the prosecution of an offense, you may be denied the renewal of your driver’s license, assessed additional fees, and a warrant will be issued for your arrest.**

**1. TO PAY YOUR FINE (PARA PAGAR LA MULTA)**

I wish to enter a plea of (Yo me declaro)

- Guilty (Culpable)
- No Contest (No Disputo)

thereby waiving my right to a jury and non-jury trial and enclose fine payment.

(Y por lo tanto renuncio al derecho de tener un juicio y adjunto envio el dinero para pagar mi multa.)

**2. TO PLEAD NOT-GUILTY AND REQUEST A HEARING**

(ME DECLARO NO CULPABLE Y SOLICITO UNA AUDENCIA)

- I wish to enter a plea of not guilty and request a hearing.

**3. TO REQUEST DRIVING SAFETY OR DEFERRED ADJUDICATION**

(PARA SOLICITAR EL CURSO DE MANEJO O SENTENCIA DIFERIDA)

**I do not have a Commercial Driver’s License** and wish to enter a plea of No Contest (me declaro no disputo) thereby waiving my right to a jury and non-jury trial and request the court allow me to complete (**Yo no tengo Licencia Comercial** y por lo tanto renuncio al derecho de tener un juicio y hago petición a la Corte que me permita):

- a driving safety course (Curso de Manejo)
- deferred adjudication (Sentencia Diferida)

At any time, I can elect to enter into a payment plan. If my financial circumstances change, I can accept the standard payment plan. Depending on my financial circumstances, I may be able to request a hearing for the Judge to consider my ability to pay. A non-monetary compliance option may be available to me to satisfy my Court Order. The Judge may grant or deny my request for a hearing, and non-monetary compliance options are available at the Judge’s discretion. If I am or become indigent or unable to pay, I can appear in person at the Irving Municipal Court Monday – Friday at 1:30 p.m. A referral to the Judge may be required for judicial review of my specific situation.

By signing, I acknowledge I retained a copy of this document.

If you have chosen one of the options above, your signature and citation number are **required** to validate your request. (Si usted eligió una de las opciones que aqui se mencionan su firma y el numero de la citación son requeridas para que su peticion sea valida.)

Citation Number (Numero de la citación): T – \_\_\_\_\_

Name (print): \_\_\_\_\_

Signature (Firma): \_\_\_\_\_

Date (Fecha): \_\_\_\_\_ DL # or DOB: \_\_\_\_\_

Mailing address (Direccion): \_\_\_\_\_ Apt #: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please email correspondence to: \_\_\_\_\_



**Mail:** Irving Municipal Court  
PO Box 152288  
Irving, TX 75015-2288

**In person:** 305 N. O’Connor Rd  
Irving, TX 75061

**Phone:** 972.721.2451  
**Fax:** 972.721.2383

A 24-hour depository box is located in the main entry of the Municipal Court.