



Southlake Municipal Court

**Request for Driving Safety Course: *Take a course, pay a reduced fee.***

**You are eligible to request the Driving Safety Course Option by mail if all of the following are true:**

- ✓ You are at least 18 years of age.
- ✓ You have current liability insurance **and** a valid Texas Driver’s License.
- ✓ You have **not** taken a Driving Safety Course within the last 12 months to dispose of a citation. *(Calculated from the date of the last course completion to the date of your current citation.)*
- ✓ You do not possess a Commercial Driver's License currently or at the time of offense.
- ✓ You are **not** charged with speeding in excess of 24 mph over the limit, nor a construction zone violation.

**To Request By Mail-**Provide the following three (3) items to Municipal Court:

1. Required Fee: Regular (*non-school*) Zone Violations - \$144 / School Zone Violations- \$169  
(Cost of course and driver record are not included and will be an additional \$40-\$55)
2. Proof of valid Texas driver’s license.
3. Proof of current insurance policy listing you as a driver.

**Mail Request To:** Southlake Municipal Court, 600 State Street, Southlake, TX 76092

**Mail Request-Driving Safety Course Option** (complete entire form)

I wish to enter a plea of (*check one*) \_\_\_ Guilty \_\_\_ No Contest on Citation # \_\_\_\_\_ and, I waive my right to a jury trial and request a 90-day deferment to complete a Driving Safety Course. I understand that this plea enters a guilty judgment, and this judgment will be removed and no conviction will appear on my record upon submitting the following: 1) a certificate of Course Completion, 2) a certified copy of my driving record as maintained by the Texas Department of Public Safety.

**I further understand that I am eligible to request a Driving Safety Course for only one violation at a time. My failure to comply with the terms of this request will result in assessment of a fine of \$100 and a possible conviction on my driving record.**

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street & Number City, State, Zip Code

**Driving Safety Course Affidavit** (*must be notarized*)

Before me, the undersigned authority, personally appeared the above named Defendant, known to me to be the person whose name is subscribed hereto, who after being duly sworn upon his or her oath stated that the following statements are true: My name is (*print name*) \_\_\_\_\_. And I stand charged with the offense of \_\_\_\_\_. I am requesting the Court to defer proceedings in this case for a period of 90 days to allow me to complete a Driving Safety Course that is approved by the Texas Education Agency. I have not requested and taken a Driving Safety Course for a traffic offense 12 months prior to the date of this offense. I am not in the process of taking a Driving Safety Course for any other traffic citation, and I do not possess a Commercial Driver’s License of any kind.”

Signature: \_\_\_\_\_

SWORN TO AND SUBSCRIBED before me, the undersigned authority, on this the \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

Notary Public (seal) \_\_\_\_\_