

MUNICIPAL COURT  
CITY OF NEEDVILLE  
P.O. Box 527  
Needville, Texas 77461  
979/793-4253 • Fax 979/793-6055

1. This letter is furnished to you as a courtesy of Municipal Court, City of Needville to assist you in making disposition of the charge(s) filed against you.
2. IF YOU WISH TO ENTER A PLEA OF "NOT GUILTY" and desire to have a trial, you must so indicate in the proper space provided below. If you enter a plea of NOT GUILTY, you must appear before the Court for your trial. You must also post an appearance bond prior to your trial in the amount set by the Judge. This bond may be mailed to the Judge at the address listed above and it must be approved by the Judge. You must return the bond, this letter and your copy of the citation no later than the appearance date shown on the citation. You will be notified by return mail of the court date set for your trial.
3. IF YOU WISH TO ENTER A PLEA OF "GUILTY", please so indicate below in the proper space provided. To determine your fine(s) and cost(s), refer to the schedule shown on the reverse side of this letter. The Guilty Plea indicates you agree to waive appearance before the Court for trial.
4. IF YOU WISH TO ENTER A PLEA OF "NOLO CONTENDERE", please so indicate in the proper space provided below. A plea of Nolo Contendere means that you do not contest the State's charge(s) against you and that you agree to waive appearance before the Court for trial. The fine for Nolo Contendere plea is the same as that for a plea of Guilty. To determine the amount of the fine(s) and cost(s), refer to the schedule of standard fines shown on the reverse side of this letter.
5. THIS COURT DOES NOT ACCEPT PERSONAL CHECKS. MAKE ALL REMITTANCE BY CASHIER'S CHECK OR MONEY ORDER MADE PAYABLE TO THE COURT ENCIRCLED AT THE TOP OF THIS LETTER. (CASH IS ACCEPTED IF PAYMENT IS MADE IN PERSON.) RETURN YOUR COPY OF THE CITATION (TICKET) AND THIS LETTER WITH YOUR REMITTANCE TO ASSURE PROPER CREDIT.
6. IF YOU FAIL TO RESPOND TO THIS CHARGE BY THE APPEARANCE DATE SHOWN ON THE CITATION, an additional charge may be assessed against you for VIOLATION OF PROMISE TO APPEAR with a WARRANT ISSUED FOR YOUR ARREST.

Thank You,  
MUNICIPAL COURT  
CITY OF NEEDVILLE

REPLY FORM

Mail to the Justice Court at the top of this letter. Check one:

I hereby enter a plea of "NOT GUILTY". I request a trial by \_\_\_\_\_ Judge \_\_\_\_\_ Jury. Trial cases must post appearance bond. CONTACT JUDGE for amount of bond.

I hereby enter a plea of "GUILTY" and waive appearance for Trial. Cashier's Check or Money Order in the amount of the fine(s) is enclosed.

I hereby enter a plea of "NOLO CONTENDERE" and waive appearance for Trial. Cashier's Check or Money Order in the amount of fine(s) is enclosed.

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

ENCLOSE YOUR COPY OF THE CITATION with your remittance or bond.

CAUSE # \_\_\_\_\_