

# Instructions

## Request for Driving Safety Course

1. Fill out the attached request form completely and return to Laredo Municipal Court. Request must be made on or before the scheduled court appearance date.
2. Form can be returned in person or by mail.

In person:

Laredo Municipal Court  
4610 Maher Ave.  
Laredo, Texas 78041

A personal appearance must be made during open court session in order for your request to go before the Judge. Court sessions are held Monday – Wednesday between 8:00 am – 9:00 am or 12:00 pm – 1:00 pm.

By mail:

Laredo Municipal Court  
P O Box 579  
Laredo, Texas 78042

Upon receipt of your request form, your request will be presented to the Judge for review. You will be notified by mail of the outcome of your request. Please allow up to 14 days from the date your request is received for notification. Upon notification, you will be provided documentation that must be signed and returned to the Court either in person or by mail.

3. You may consult the yellow pages of your telephone directory or search online for a listing of driving schools and/or a driving safety course most convenient to you.
4. Upon completion of the course, you must return the required documents (Certificate of Completion and driving record) either in person or by mail. It is your responsibility to present documents to the Court by the required due date.

# Driving Safety Course Request Form

Citation #: \_\_\_\_\_

Offense: \_\_\_\_\_

I, \_\_\_\_\_ hereby enter a plea of  
(print name)

**Guilty**        **or**        **Nolo Contendere**  
(Circle One)

to the above referenced citation/offense. I hereby waive my right to a trial and request that I be granted to take a Driving Safety Course. If I decide not to take or complete the course, the balance of the fine will be due, a conviction will be entered into my driving record and a warrant for my arrest may be issued.

In order to take an approved Driving Safety Course in lieu of a conviction being entered on my driving record, I acknowledge that:

1. I currently hold a valid Texas Driver's License (copy **must be attached** to request form).
2. I have proof of financial responsibility (insurance) on the date the violation occurred (copy **must be attached** to request form).
3. Payment of \$139.00 for courts costs and administrative fee **must be included with this request.** Add \$25.00 if offense occurred in a school zone. Add \$10.00 if offense resulted in an accident.
4. I am **not** currently signed up for a Driving Safety Course for any other traffic violation and have not taken a Driving Safety Course during the preceding 12 months.
5. I will be required to submit the **Court copy** of the Certificate of Completion of a Driving Safety Course to this Court.
6. I will be required to obtain and submit a certified copy of my driving record obtained from the Texas Department of Public Safety (Type 3A on the DPS request form) to this Court.
7. Certificate of Completion and a certified copy of the driving record must be filed with this Court within 90 calendar days from the date your request was granted.

Contact Information:

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Address	City	State	Zip Code
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Cell Phone	Home Phone	Work Phone
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Defendant Signature	Date of Birth	Date
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