

CRANE MUNICIPAL COURT
115 W. 6TH STREET
CRANE, TEXAS 79731
(432) 558-7747

OFFICE HOURS
MONDAY - FRIDAY
8:00 a.m. - 4:00 p.m.

COURTESY LETTER READ ALL INSTRUCTIONS

GREETINGS:

YOU HAVE BEEN ISSUED A NOTICE TO APPEAR CITATION. YOU **MUST** RESPOND BY THE **ON OR BEFORE** DATE INDICATED ON YOUR CITATION. FAILURE TO RESPOND ON TIME MAY RESULT IN AN ADDITIONAL CHARGE OF **FAILURE TO APPEAR** WITH AN ADDITIONAL FINE.

1. READ ALL OF YOUR OPTIONS
2. ENTER A PLEA BY MARKING YOUR SELECTION, SIGN AND DATE
3. RETURN THIS LETTER TO THE COURT

ENTER YOUR PLEA

_____ NOT GUILTY - indicates you believe you did not commit the offense as charged and you desire a trial. (indicate below what kind of trial you wish)

PLEASE CHECK ONE: _____ TRIAL BY JUDGE _____ TRIAL BY JURY

YOUR DAYTIME TELEPHONE NUMBER: _____

YOUR EMAIL ADDRESS: _____

_____ NO CONTEST - indicates you do not wish to contest the State's charges and you waive appearance before the Court for trial. Consequences are the same as a guilty plea.

_____ GUILTY - indicates you accept you were in violation of the law as charged and you waive appearance before the Court for trial.

SIGNATURE: _____ DATE: _____

DO YOU REQUIRE A TRANSLATOR _____ YES _____ NO

ALL FINES MUST BE REMITTED BY CASHIER'S CHECK OR MONEY ORDER MADE PAYABLE TO: CRANE MUNICIPAL COURT. PERSONAL CHECKS WILL NOT BE ACCEPTED! WE NOW ACCEPT AMERICAN EXPRESS, VISA, MASTERCARD AND DISCOVER CARD.

IF YOU ARE UNABLE TO PAY THE FINE AND COSTS, THERE ARE ALTERNATIVES TO THE FULL PAYMENT OF ANY FINE OR COSTS OWED AND WE WILL DISCUSS THIS WITH YOU AT OUR COURT. SHOULD YOU NOT APPEAR OR CALL OUR COURT, YOU COULD BE ARRESTED.