

**DRIVING SAFETY COURSE REQUIREMENTS  
PLEA AND REQUEST**

**PLEASE READ ALL INFORMATION AND SUBMIT THE REQUESTED DOCUMENTS TO REQUEST DSC**  
**If you do not understand the instructions, please contact the Court.**

**You may be able to require the charge to be dismissed by taking a driving Safety Course if:**

**Initial Each Line (if unable to initial each line, you are NOT eligible for DSC)**

- \_\_\_\_\_ This request must be received in the Justice Court on or before the appearance date on my citation.
- \_\_\_\_\_ I have a valid Texas Driver license and was current at time of Citation
- \_\_\_\_\_ My Texas Driver's License is **NOT** a Commercial Driver's License (CDL)
- \_\_\_\_\_ My alleged speed does not exceed 24 mph over the limit.
- \_\_\_\_\_ My alleged speed was not more than 94 mph.
- \_\_\_\_\_ I have NOT taken a driving safety course within the last 12 months period for the purpose of having a traffic citation dismissed.
- \_\_\_\_\_ I am NOT in the process of taking a Driving Safety Course for another ticket in another Court.
- \_\_\_\_\_ Alleged speed was not in a construction zone. OR
- \_\_\_\_\_ I am a member, or the spouse or dependent child of a member, of the United States Military Forces serving on **ACTIVE DUTY**.

**However, you will lose that right if you do not follow these instructions on or before your appearance date:**

- 1. Remit \$146.00 State Fees. DO NOT SEND FINE AMOUNT NOTED ON REVERSE SIDE OF PAGE.**
- 2. Payment must be a Cashier's Check or Money Order. ABSOLUTELY NO PERSONAL CHECKS ACCEPTED.**
- 3. Send a copy of your Liability Insurance Card  
SHOWING COVERAGE ON THE DATE OF THE CITATION.**
- 4. Send a copy of the front of your Drivers License.**
- 5. Send your 3A Driving Record from [www.texas.gov](http://www.texas.gov)**
- 6. Complete the plea form at the bottom of this page.**

I hereby enter a plea of GUILTY/NOLO CONTENDERE (circle one) to the offense and request permission to take a DEFENSIVE DRIVING COURSE.

\_\_\_\_\_  
Defendant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Citation No.

\_\_\_\_\_  
DL No./ State

\_\_\_\_\_  
Current address

\_\_\_\_\_  
city

\_\_\_\_\_  
state

\_\_\_\_\_  
zip

A Driving Safety Course will be disallowed if You fail to comply with any of these conditions. You will be required to pay the fine. --- NO EXCEPTIONS

**DO NOT TAKE A COURSE UNTIL THIS COURT SENDS YOU AN APPROVAL LETTER.**

**IMPORTANT INFORMATION**  
**PLEASE READ CAREFULLY AND REFER TO REVERSE SIDE FOR FINE AMOUNT**

This information from Justice Court is to aid you in taking care of the alleged violation with which you have been charged.

**THE COURT DOES NOT ACCEPT PERSONAL CHECKS!**  
Pay online at **[armstrongjp.govtportal.com](http://armstrongjp.govtportal.com)**  
By phone call 1-866-866-9940 Citation located by DL#  
Citation # will start with TX or a series of 7 numbers: XX(space)XXXXXX

To waive trial by jury and enter a plea of Guilty or Nolo Contendere, simply mark the designated space below and remit the amount shown under VIOLATION on the FINE SCHEDULE

To plead NOT Guilty, you may use this form or put plea in writing on a separate sheet of paper and fax or mail to the Court.

**Indicate your plea**

1. Guilty \_\_\_\_\_
2. Nolo Contendere \_\_\_\_\_
3. Not Guilty \_\_\_\_\_

**Provide the following information**

Print name as on Citation \_\_\_\_\_  
Signature \_\_\_\_\_  
Citation Number \_\_\_\_\_

Mail above noted documents to:

Jana Lemons, JP  
Armstrong Co. Courthouse  
PO Box 539, 101 Trice  
Claude, TX 79019

Phone: 806-553-2860 X2  
Fax: 806-553-5631  
Hours: 8 – 5 M-F  
email: [jpcourt@co.armstrong.tx.us](mailto:jpcourt@co.armstrong.tx.us)

ARMSTRONG COUNTY JUSTICE COURT INFORMATION

JUDGE JANA LEMONS
JUSTICE OF THE PEACE

www.co.armstrong.tx.us/page/armstrong.Justice

PO BOX 539
CLAUDE, TX 79019

Phone: 806-553-2860 x2
FAX: 806-553-5631

This information is being given to aid you in taking care of your alleged violation. PLEASE READ.
To request a driving safety course to have your charge dismissed, refer to the reverse side of this sheet.

YOUR APPEARANCE DATE IS THE DATE YOU MUST ANSWER THE COURT IN WRITING – EITHER IN PERSON OR BY MAIL.

- 1. PLEASE NOTE: The Judge cannot discuss the merits of a pending judicial proceeding prior to trial. This means that the Judge cannot discuss your citation with you before the trial, this includes correspondence via mail and phone.
2. Failure to respond to the charge(s) by the appearance date on the citation will result in the fine amount being raised and may result in an additional charge of VIOLATE PROMISE/FAILURE TO APPEAR, and a warrant may be issued for your arrest.
3. A JUVENILE who fails to appear by the time and date on a citation may have their license suspended as required by law.
4. If you wish to enter a plea of GUILTY or NOLO CONTENDERE, please indicate on reverse of this form.
5. After entering a Plea of Guilty or Nolo Contendere, you may request to take a Driver's Safety Course or a Deferral.
6. If you wish to enter a plea of NOT GUILTY and desire a trial, please indicate below in the proper space provided.

If you do not plan to contest the charge, simply look below to find the amount of fine for your violation. Mark the plea, sign and return with your remittance. Remittance by mail must be a CASHIER'S CHECK or MONEY ORDER made payable to JUDGE JANA LEMONS, JUSTICE OF THE PEACE. All mail is to be sent to the address at the top of this sheet.

THIS COURT WILL NOT ACCEPT A PERSONAL CHECK.

Pay online at armstrongjp.govtportal.com

By phone call 1-866-866-9940 Citation located by DL#

Citation # will start with TX or a series of 7 numbers: XX(space)XXXXXX

OR CALL 806-553-2860 X2

VIOLATIONS FINE SCHEDULE (INCLUDES COURT COST)

This is a pre-set acceptable fine amount set by the Court and is subject to change.

If Your Violation is Not Listed or it is PAST YOUR APPEARANCE DATE, Please Contact the Court

Table with 2 columns: VIOLATION and FINE. Lists various traffic violations such as speed limits, driver license violations, and insurance issues with corresponding fine amounts.

If you plan to contest the charge, you must mail or fax your plea to the Court by your answer date.

Form fields for plea selection (GUILTY, NOLO CONTENDERE, NOT GUILTY), DL Number/State, Name as on citation, and Citation Number.

Form fields for Current address, city, state, zip, Phone, and Date.