

**Justice Court, Clay County, Texas
PO Box 71, Henrietta, Texas 76365**

Instructions for Taking A Driving Safety Course

1. WRITTEN REQUEST AND PAYMENT OF COURT COSTS

You must send a written request (use the form on the back of the courtesy letter which was given to you by the Officer who wrote the ticket) and pay Court Costs and Fees in the amount of \$144.00, on or before the due date listed on your ticket. **(Please Note if you have a CDL (Commercial Drivers License) you are not eligible to take a Driving Safety Course for ticket dismissal under current Texas Law)**

2. VALID TEXAS DRIVERS LICENSE OR ACTIVE DUTY MILITARY

You must have a valid Texas Drivers License or hold a valid license from another state and be active duty military in order to be eligible to take a Driving Safety Course for ticket dismissal.

3. ADDITIONAL ELIGIBILITY REQUIREMENTS

You must not have completed a Driving Safety Course within the past(12) twelve months from the date of the current offense for dismissal of the current offense. Under Texas Law a person is allowed to take the Driver Safety Course to have one violation or ticket dismissed once each calendar year. If you meet all the requirements and have the permission of the court to take the Driver Safety Course you must tell the instructor you are taking the course to have a ticket dismissed. You must sign the sworn "Affidavit of No Driving Safety or Motorcycle Operator Training Course within 12 Months" before a Notary Public or in person at my office and return it to the Court. You must return the following documents either in person or by mail within the 90-day time limit:

•ORIGINAL DRIVER'S SAFETY COURSE CERTIFICATE OF COMPLETION

To be accepted the Uniform Certificate of Completion (consult yellow pages for State Approved Driving Safety Course) MUST indicate "COURT" in the upper right hand corner. You have 90 days from the date you are approved by the Court to take the Driving Safety Course and you must present to the Court the "Uniform Certificate of Completion" (marked Court) within the 90-day timeline.

***ORIGINAL CERTIFIED COPY OF DRIVER RECORD FROM THE D.P.S.**

To obtain this record, complete the attached form (Application for Copy of Driver Record) and mail it, along with \$10.00, to the address listed at the top of the form as soon as possible. Be sure to indicate your correct mailing address to ensure that you receive your certified driving record.

•MONEY ORDER or CASHIER'S CHECK FOR FEE Pay the Court Fee indicated on the Driving Safety Course form (\$144.00); have money order or cashier's check made payable to: **Clay County Justice of the Peace**

•ORIGINAL REQUEST FORM

Read, complete, sign, and date the Driving Safety Course form. The form must be signed in the presence a clerk of this court, or a notary public

•COPY OF INSURANCE COVERAGE

Send a valid copy of your Proof of Insurance (Financial Responsibility) the certificate of completion for the driving safety course and a copy of your certified driving record.

These materials must be returned to the Justice of the Peace, 214 N. Main, Henrietta, Texas 76365, between the hours of 8:00 a.m. and 4:00 p.m., Monday thru Friday within the 90 day time period. Failure to complete the course and/or return the documents within the 90-day time period will result in a conviction being entered on your driving record as well as an additional fine. ALL ITEMS LISTED ABOVE TO:

**Justice of the Peace
214 N. Main / PO Box 71
Henrietta, Texas 76365**

Note: DOCUMENTS RECEIVED SEPARATELY WILL BE RETURNED

Note: THIS OFFICE ADMINISTER TWO COURTS; IF YOU ARE PAYING A CITATION IN THE HENRIETTA MUNICIPAL COURT, MAKE YOUR REMITTANCE PAYABLE TO THAT COURT, AND ENTER THAT COURT ON THE DRIVER SAFETY COURSE COMPLETION CERTIFICATE