



## DOUBLE OAK MUNICIPAL COURT

### DRIVING SAFETY COURSE

IN ORDER TO BE ELIGIBLE TO TAKE A DRIVING SAFETY COURSE, YOU MUST NOTIFY THE COURT OF YOUR DESIRE TO TAKE A DRIVING SAFETY COURSE BY MAIL OR BY PERSONAL APPEARANCE, NO LATER THAN THE APPEARANCE DATE SHOWN ON YOUR CITATION.

#### REQUIREMENTS:

- \_\_\_\_\_ 1) You must have a valid Texas drivers license;
- \_\_\_\_\_ 2) You must not be a holder of a commercial drivers license;
- \_\_\_\_\_ 3) Your violation must have been a moving violation;
- \_\_\_\_\_ 4) Speeding violations must have been less than 25 miles over the posted speed limit;
- \_\_\_\_\_ 5) You cannot have taken a Driving Safety Course within the last 12 months; and
- \_\_\_\_\_ 6) You must provide proof of liability insurance.

#### TAKING THE COURSE:

- \_\_\_\_\_ 1) **\*Pay to the Court the \$107.00 (\$132.00 in School Zone) administrative fee** if requested on or before the appearance date listed on the citation or **\$157.00 (\$182.00 School Zone)** fee if requested after appearance date;
- \_\_\_\_\_ 2) **\*Inform the Court of your intention to take a Driving Safety Course by completing the enclosed Driving Safety Plea form. Have it notarized and return it to the Court** or you may appear in person and have the Court Clerk witness your signature.
- \_\_\_\_\_ 3) **\*Mail \$10.00** and the enclosed request form to the State of Texas to obtain your certified driving record and submit to the court by deadline specified below. You may order your driving record at the websit below for an additional \$2.00 charge:

<http://www.texasonline.state.tx.us/nasapp/txdps/txdpslicenseemanager>

#### DO NOT HAVE THE DRIVING RECORD MAILED DIRECTLY TO THE COURT.

- \_\_\_\_\_ 4) **\*Complete your Defensive Driving Course and return course completion certificate by deadline specified below.**

**\*IF YOU FAIL TO MEET ANY OF THE REQUIREMENTS BY THE SPECIFIED DEADLINE BELOW, YOU WILL BE IN DEFAULT. YOUR ADMINISTRATIVE FEE WILL BE FORFEITED, YOU WILL BE RESPONSIBLE FOR PAYING THE ORIGINAL FINE AMOUNT AND/OR YOU WILL BE REQUIRED TO APPEAR BEFORE THE JUDGE AT A SHOW CAUSE HEARING.**

**DEADLINE:** *DEADLINE TO COMPLETE COURSE, TO PROVIDE THE COURT WITH COURSE COMPLETION CERTIFICATE, AND TO PROVIDE THE COURT WITH CERTIFIED DRIVING RECORD:* \_\_\_\_\_

ADDRESS FOR ALL CORRESPONDENCE: DOUBLE OAK MUNICIPAL COURT  
320 Waketon Road  
Double Oak, Texas 75077