

JUSTICE COURTS OF BURLESON COUNTY, TEXAS

[] Judge Cullen "Dusty" Tittle – Justice of the Peace, Precinct One

Mailing Address:
P. O. Box 136
Deanville, Texas 77852
(979) 535-4761 – Office
(979) 535-7344 – Fax
jp1@burlesoncounty.org

Physical Address:
6399 FM 111
Caldwell, Texas 77836

[] Judge Bill Orsak – Justice of the Peace, Precinct Two

Mailing Address:
P. O. Box 250
Snook, Texas 77878
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jp2@burlesoncounty.org

Physical Address:
9434 Slovacek Rd
Snook, Texas 77878

[] Judge Johnny R. Towslee – Justice of the Peace, Precinct Three

100 W Buck St., Suite 101
Caldwell, Texas 77836
(979) 567-2301 – Office
(979) 567-4501 – Fax
jp3clerk@burlesoncounty.org

[] Judge Jason Urbanosky – Justice of the Peace, Precinct Four

16955 SH 36 South
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*** TO PAY BY CREDIT OR DEBIT CARD ***

Go online to: WWW.CO.BURLESON.TX.US, THEN SELECT GOVERNMENT AND THEN SELECT CORRECT COURT.

PLEASE NOTE

The Judge CANNOT discuss the merits of a pending judicial proceeding prior to actual trial Canon 6(c): Texas Code of Judicial Conduct. This means that the Judge is forbidden from discussing your ticket with you before trial except as to PROCEDURAL matters. If you plead GUILTY and have extenuating circumstances, the Judge may discuss those with you.

****NO PLEAS ARE ACCEPTED BY TELEPHONE****

This *COURTESY LETTER* is furnished to you by the Justice Courts of Burleson County to assist you in the processing of the charge(s) filed against you. READ ALL INSTRUCTIONS CAREFULLY AND COMPLETELY. THEN, IF NECESSARY, CONTACT THE PROPER COURT.

Make money orders/cashiers check payable to: BURLESON COUNTY

IMPORTANT

IF YOU FAIL TO APPEAR IN COURT AS PROVIDED BY LAW FOR THE PROSECUTION OF THE OFFENSE OR IF YOU FAIL TO SATISFY A JUDGMENT ORDERING THE PAYMENT OF A FINE AND COSTS IN THE MANNER ORDERED BY THE COURT, YOU MAY BE DENIED RENEWAL OF YOUR DRIVER'S LICENSE.

Revised October 2025

YOUR CHOICES:

1. TO PAY YOUR TICKET

Pay the fine as outlined on the back of this letter. Check GUILTY or NOLO CONTENDERE on the plea form. Hand-deliver or mail WITH DATED POSTMARK to the proper Court ON or BEFORE your APPEARANCE DATE listed on your citation. Send the following:

- A copy of your original ticket
- The completed plea form – dated, signed and with your plea CLEARLY MARKED
- Payment must be made by CASHIER'S CHECK, MONEY ORDER or CREDIT CARD (see instructions) NO PERSONAL CHECKS ACCEPTED
- All Courts accept credit card payments – SEE instruction to pay by credit card.

2. IF YOU WANT TO TAKE THE DRIVING SAFETY COURSE (DSC)

To be eligible, YOU MUST:

- Have a valid Texas driver's license (NOTE: The holder of a Commercial Driver's License is NOT ELIGIBLE for DSC, whether driving either a commercial vehicle, a personal vehicle or motorcycle)
- Certify that you have not taken the course in the preceding 12 months for the purpose of ticket dismissal; and,
- Not have been cited for a speed of 25 mph or more over the posted speed limit or at a speed of 95 mph or more.

Send the following items to the Court (if mailed, it MUST be postmarked ON or BEFORE your Appearance Date):

1. A completed plea form (reverse side of this page) – signed, dated & NOTARIZED
2. Proof of your valid Texas liability insurance
3. Copy of your ticket
4. Self-addressed, STAMPED envelope
5. A copy of your valid Texas driver's license
6. A Court Fee of \$146.00 – In the form of a cashier's check, money order or pay online.

If eligible, you will have 90 days from the date of Court approval to complete your course AND return all necessary paperwork to the Court in order to be granted a dismissal of the charge. If you fail to meet the 90 day deadline, a WARRANT for your arrest may be issued and your driver's license renewal maybe denied.

3. I WANT TO DISPUTE THE TICKET

You MUST send the Court:

- A completed plea form (reverse side of this page) noting NOT GUILTY and designate whether you want a trial by JUDGE OR BY JURY (six person).
- A copy of your ticket
- A copy of your valid driver's license

YOU will be summoned to Court for your trial date. The Burleson County Attorney will be the prosecutor. You may be represented by an attorney of your choice, but it is not necessary in Justice Court. You MUST immediately notify the Court of any change of your address.

4. IF YOU DO NOTHING BY YOUR APPEARANCE DATE – You will be charged with an additional criminal offense of Violate Promise to Appear/Failure to Appear for which additional fines and costs will attach. A WARRANT WILL BE ISSUED FOR YOUR ARREST.

READ COMPLETELY BEFORE CALLING THE COURT

COURTESY LETTER – BURLESON COUNTY, TEXAS

Revised October 2025

All fines listed below **INCLUDE** all State of Texas mandated fees

- 1. SPEEDING
 - 1-9 mph over posted speed limit \$225.00
 - 10-14 mph over posted speed limit \$250.00
 - 15-19 mph over posted speed limit \$275.00
 - 20-24 mph over posted speed limit \$320.00
 - 25+ mph over the posted speed limit \$334.00
- 2. REGISTRATION VIOLATIONS \$250.00*
- 3. NO DRIVER LICENSE \$275.00**
- 4. NO PROOF OF LIABILITY INSURANCE (1st Offense) \$435.00***
- 5. SEAT BELT VIOLATION Contact Court
- 6. POSSESSION OF DRUG PARAPHERNALIA Contact Court
- 7. MINOR IN POSSESSION (alcohol or tobacco) Contact Court
- 8. OPEN CONTAINER VIOLATION \$320.00
- 9. FAILURE TO STOP FOR SCHOOL BUS (loading or unloading) \$1,250.00
- 10. DRIVING WHILE LICENSE INVALID (1st Offense) \$445.00
- 11. PASSING STATIONARY EMERGENCY VEHICLE \$1,250.00

You must add a \$2.00 transaction fee to any payment made to the courts

++SPEEDING FINES ARE DOUBLED IN CONSTRUCTION ZONES WHEN WORKERS PRESENT++

DEFENDANTS UNDER 17 MUST APPEAR IN COURT WITH PARENT OR GUARDIAN

NOTICE:

Texas Code of Criminal Procedure Art. 45.041 (a-1)

There may be an alternative to full payment of any fine or costs assessed against a Defendant if the Defendant is eligible to remedy the fine(s) and Cost(s) by one of the following methods. If the judge determines after a hearing, that the Defendant does not have sufficient resources or income to immediately pay all or part of the fine(s) and cost(s), the Judge shall determine whether the fine(s) and cost(s) should be:

- 1. Required to be paid at some later date or in a specified portion at designated intervals (payment plan)
- 2. Discharged by performing community service;
- 3. Waived in full or in part; or
- 4. Satisfied through any combination of these methods.

* **EXPIRED REGISTRATION VIOLATIONS** – Charges may be dismissed if this violation is:

- Remedied within **20 WORKING DAYS** from date of the ticket and;
- Proof of registration from County Tax Assessor-Collector showing vehicle registration valid for 12 months, and,
- Proof of payment of delinquent registration penalty fee to State of Texas at Assessor's Office and,
- Cashier's Check or Money Order for \$10.00 Administration Fee payable to the Court.

****EXPIRED DRIVER'S LICENSE VIOLATIONS** – Charges may be dismissed if this violation is:

- Remedied within **20 WORKING DAYS** from date of the ticket and,
- Provide proof of valid driver's license status to the Court and,
- Cashier's Check or Money Order for \$20.00 Administration Fee payable to the Court.

*** **NO LIABILITY INSURANCE/FAILURE TO MAINTAIN FINANCIAL RESPONSIBILITY**

- Proof of verifiable liability coverage **AT THE TIME** the ticket was issued.
- Proof of insurance must have insurance agent contact information.

YOU MUST ENTER YOUR PLEA IN WRITING OR IN PERSON ON OR BEFORE YOUR APPEARANCE DATE LISTED ON YOUR TICKET.

*****A TELEPHONE CALL DOES NOT CONSTITUTE AN APPEARANCE*****

PLEA FORM

Mail to the Justice Court marked on the reverse side of this letter.

IMPORTANT – Enclose a copy of your ticket **AND** a copy of your driver's license

You are required to keep the court advised of your current mailing address until the case is disposed.

PLEASE PRINT:

Name (as appears on license): _____

Ticket #: _____ Date of Ticket: _____

Date cited to appear: _____ Driver's License #: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone #: _____ E-mail: _____

Complete either A or B below

A. PLEA FORM – IF YOU WANT TO PAY OR CONTEST THE CHARGE

Check One:

- I hereby enter a plea of **GUILTY** and waive appearance for trial. **CASHIER'S CHECK or MONEY ORDER** the amount of the fine is enclosed payable to Justice Court marked on the reverse page.
- I hereby enter a plea of **NOLO CONTENDERE (NO CONTEST)** and waive appearance for trial **CASHIER'S CHECK or MONEY ORDER** in the amount of the fine is enclosed payable to Justice Court marked on the reverse page.
- I hereby enter a plea of **NOT GUILTY** and request **(PICK ONE):** trial by **Judge** OR trial by **Jury**

Sign Name: _____ Date: _____

B. DRIVING SAFETY COURSE APPLICATION-SEND BY CERTIFIED MAIL

I hereby request to take a Driving Safety Course CCP Art. 45.0511. Enclosed is my notarized request, proof of liability insurance, a copy of my driver's license, and a **CASHIER'S CHECK OR MONEY ORDER** in the amount of **\$146.00**.

My Plea is: (Check only one) Guilty Nolo Contendere (No Contest)

I certify that I have a valid Texas driver's license or permit; that the alleged speed was not 25 mph or more above the posted speed limit and the alleged speed was not 95 or mph or higher; that I have not completed a course under CCP Art. 45.0511 within the past 12 months and am not in the process of taking such a course and that I have not completed a course under CCP Art. 45.0511 which is not reflected on my official DPS driving record. **I AM NOT INDIGENT.**

I understand that I will be charged court costs and a dismissal fee and that these fees are non-refundable and must be paid to the court before my charge will be dismissed.

I understand that I am not eligible for the Driving Safety Course unless I provide proof of liability insurance as required by Texas Motor Vehicle Safety-Responsibility Act.

Printed Name of Defendant: _____

Signature of Defendant-Under penalty of perjury: _____

Signed this the _____ day of _____, 20_____.

Notary Public of the State of Texas