



- [] **Judge Douglas Zwiener – Justice of the Peace, Precinct One**
1305 East Blue Bell Road, Suite 114
(Washington County Event Center)
Brenham, Texas 77833
(979) 277-6260 – Office
(979) 277-6296 – Fax
jp1clerk@wacounty.com
Web site: www.co.washington.tx.us/ips/cms/countyoffices/JusticeOfThePeace/jp1.html
- [] **Judge Douglas Cone – Justice of the Peace, Precinct Two**
4260 Sausage Lane
(½ mile West of Brazos River on US Hwy 290)
Chappell Hill, Texas 77426
(979) 836-5008 – Office
(979) 836 – Fax
jp2clerk@wacounty.com
Web site: www.washingtoncountyjp2.com
- [] **Judge Ken Tofel – Justice of the Peace, Precinct Three**
100 East Main, Suite 202 (Courthouse)
Brenham, Texas 77833
(979) 277-6200 – Ask for JP # 3
(979) 277-6226 – Fax
jp3clerk@wacounty.com
Web site: www.co.washington.tx.us/ips/cms/countyoffices/JusticeOfThePeace/jp3.html
- [] **Judge Bill Kendall – Justice of the Peace, Precinct Four**

Mailing Address:	Physical Address:
P. O. Box 120	402 N. Main St.
Burton, Texas 77835	Burton, Texas 77835

(979) 289-2921 – Office
(979) 289-5001 – Fax
jp4clerk@wacounty.com
Web site: www.co.washington.tx.us/ips/cms/countyoffices/JusticeOfThePeace/jp4.html

***** INSTRUCTIONS FOR CREDIT CARD PAYMENT *****

To pay by telephone, call toll-free number: 1-866-549-1010, follow instructions

Then enter Court Bureau code, when prompted:

Bureau Codes:(3477439 for JP1) (8647455 for JP2) (1117756 for JP3) (8448442 for JP4)

To Pay by the INTERNET: Go to the web site – www.certifiedpayments.net

In the “Begin a Payment” section, click, then follow the written instructions.

Use Driver’s License # for Account Number!

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 Washington 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 payable to: Wash. Co. JP # (appropriate court)

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 JUDGEMENT 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. NOTE: A COPY OF YOUR TICKET MUST BE ENCLOSED WITH YOUR PAYMENT.

1. IF YOU WANT TO PAY YOUR TICKET

Pay the fine as outlined on the back of this letter. Check GUILTY or NOLO CONTENDERE on the reply 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 reply form – dated, signed and with your plea CLEARLY MARKED
- Payment must made by CASHIER’S CHECK , MONEY ORDER, credit card (see instructions)
- All Courts accept credit card payments – SEE instruction below to pay by credit card.

2. IF YOU WANT TO TAKE THE DRIVING SAFETY COURSE (DSC) OR MOTORCYCLE OPERATOR TRAINING COURSE (MOTC)

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 or MOTC, whether driving either a commercial vehicle, a personal vehicle or motorcycle)
- Certify that you have not taken the course in the proceeding 12 months for the purpose of ticket dismissal; and,
- Not have been cited for a speed of 25 mph or more over the legal speed limit.
Send the following items to the Court (if mailed, it MUST be postmarked ON or BEFORE your Appearance Date):

1. A completed reply 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 **\$111.00** – MUST be in the form of a CASHIER’S CHECK OR MONEY ORDER ONLY. DO NOT take the course until you receive written permission from the Court. If you apply and do not meet the requirements, you will forfeit the \$ 10.00 administrative fee and your entire fine amount will be immediately due. 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 may be denied.

3. IF YOU WANT TO GO TO TRIAL

You MUST send the Court:

- A completed reply 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 Washington 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. **AN ARREST WARRANT WILL BE ISSUED IN YOUR NAME.**

Make money orders payable to: Wash. Co. JP # (appropriate court)