INSTRUCTIONS FOR DEFERRED DISPOSITION

PLEASE CAREFULLY READ AND FOLLOW THE INSTRUCTIONS CONTAINED IN THIS DOCUMENT BEFORE PROCEDING FURTHER.

Your citation will be dismissed upon successful completion of Deferred Disposition.

- If you are **younger than 25 years of age**, the length of your Deferred Disposition will be ninety (90) days, and during the period of Deferred Disposition **you must complete a Driving Safety Course** and submit your completion certificate to the Court by the end of the deferral period.
- If you are 25 years of age or older, the length of your Deferred Disposition will be ninety (90) days.
- Additional requirements for successful completion of Deferred Disposition are listed on the Deferred Disposition application and explained below.

There are time deadlines by which you must provide certain documents to the Court.
NO additional time to complete the requirements will be granted.

The deadlines are explained below. If you have any questions about what is required of you, you may contact the Lubbock Municipal Court at (806) 775-2473.

After you have entered your plea and paid online, you MUST do the following in order for the deferred disposition to be granted:

1. Print out these instructions and the application for Deferred Disposition.
2. Fill in the blanks in the application COMPLETELY with your name, the citation number, the name of the offense as it appears on this website, your signature, address, telephone number, and the date signed.
3. Make a legible copy of your valid driver's license. ***YOU ARE NOT ELIGIBLE FOR THIS OPTION IF YOU HOLD A CDL (Commercial Driver's License).***
4. **Return the DEFERRED DISPOSITION APPLICATION, a copy of your driver's license & proof of financial responsibility (insurance valid at the time the citation was issued) to the Municipal Court within seven (7) days.**

FAILURE TO RETURN THE COMPLETED DOCUMENTS LISTED ABOVE WITHIN THE 7-DAY TIME FRAME WILL RESULT IN A CONVICTION ON YOUR DRIVING RECORD.

You may upload your DEFERRED DISPOSITION APPLICATION, legible copy of your valid driver's license & proof of financial responsibility (insurance) upon submitting your request. These items will not be attached to your violation until you have paid for the Deferred Disposition. You may also mail these items to: Municipal Court, P.O. Box 2000, Lubbock, Texas 79457 or bring them in person to the cashier window at the Municipal Court located at 1214 14th Street, Lubbock, Texas. Cashier window hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday.

***NOTE**: The Court assumes no responsibility for delayed, lost, misdirected, incomplete, or postage-due mail.*

You MUST comply with the following conditions to successfully complete your Deferred Disposition:

- You must not receive a ticket during your deferral period for another traffic or criminal offense against the laws of the State of Texas or the City of Lubbock, regardless of the final conviction date of that new offense.
- You must notify the Court of any change in your mailing address during the deferral period. Such notice must be mailed to the Court at the address above within five (5) days of the change.
- If you are younger than 25 years of age, you must complete a Driving Safety Course and return the court copy of the course certificate to the Municipal Court *no later than the last day of your 90 day deferral period.*

IF YOU FAIL TO COMPLY WITH THE CONDITIONS SET OUT ABOVE, THEN AT THE CONCLUSION OF YOUR DEFERRED PERIOD YOU WILL BE SUMMONED TO APPEAR IN COURT TO SHOW CAUSE AS TO WHY YOU HAVE NOT COMPLIED WITH THE REQUIREMENTS. FAILURE TO COMPLY WITH THE CONDITIONS OF DEFERRED DISPOSITION SHALL RESULT IN A JUDGEMENT OF CONVICTION.

Failure to comply with **all** requirements, including payment in full and non-receipt of required documents and/or incomplete forms shall violate the deferred disposition and may result in a **conviction** for this offense. Defendant acknowledges that if a conviction is entered, it will be reported as required by law.

Online Deferred Disposition <u>will not be granted</u> for dismissal of the following violations:

- Offenses committed in a construction work maintenance zone when workers are present.
- Any traffic violation if you hold a Commercial Driver's License, or held a CDL on the date of the violation.
- Any traffic violation committed by a person under the age of 17.
- Any criminal violation other than a traffic violation (you may apply in person to the Municipal Court to request Deferred Disposition for a non-traffic offense.)
- Any violation for which you have already paid the fine and which has resulted in a judgement of conviction.
- Any traffic violation if you hold a Provisional Driver's license. You must appear in person to request Deferred Disposition if you hold a Provisional Driver's License.

The deferral period will begin when the Judge approves the application for Deferred Disposition. This is usually within a few days of your online plea and payment.