

Justice of the Peace Precinct 1, Place 1

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 fine schedule (white 8 1/2" X 11") which was given to you by the Officer who wrote the ticket) and pay Court Costs in the amount of \$117.00 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. Please send a copy of your valid Texas DL or if you are active duty military a copy of your military ID along with a copy of your out of state valid Drivers License to the court along with the other required documents.

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 (\$117.00); have money order or cashier's check made payable to: **Wichita County JP 1-1**

- **ORIGINAL REQUEST FORM**

Read, complete, sign, and date the [Driving Safety Course form](#). The form must be signed in the presence of my clerk or if you are unable to come in the office, 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 Wichita County Courthouse 900 7th Street, room #115, between the hours of 9:00 a.m. and 5:00 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.

or mail ALL ITEMS LISTED ABOVE TO:

JUDGE Janice Sons
Justice of the Peace
Precinct 1, Place 1
900 7th Street Room 113
Wichita Falls, Texas 76301

Note: DOCUMENTS RECEIVED SEPARATELY WILL BE RETURNED