

APPEARANCE FORM

(Please Print)

Name:	DL #:	DOB:
Mailing Address:		
City State Zip:		
Email:	Phone:	

READ CAREFULLY: You must complete this form (front and back) for each charge on your citation. Check the appropriate box for your plea. Also check the boxes for any requests you may have for the Court. One form for each charged offense is due on or before the appearance date shown on your citation. This form can be mailed, emailed (court@tomballtx.gov), or faxed (281-290-1016). You *must* confirm receipt of all faxed and emailed forms by calling us at 281-351-7894.

**Note-The judge cannot discuss your case with you unless you plea "guilty" or "no contest". The prosecutor and staff are prohibited by law from giving legal advice. You may contact an attorney for legal advice. For more information on pleading, local rules, and Standing Orders, see the Municipal Court website at www.tomballtx.gov*

YOUR PLEA OPTIONS:

NOT GUILTY = "I deny the accusations and wish to move toward trial"

GUILTY = "I admit the accusations and wish to move toward sentencing"

NO CONTEST = "I do not admit or deny the accusations but wish to move toward sentencing"

"By signing below, I acknowledge that I understand the charge(s) against me and the possible penalties."

"I understand that I have a right to plea 'not guilty' and have a jury determine my guilt or innocence."

"I understand that I have a right to discovery (to see the evidence) in my case."

"I understand that I have a right to remain silent and may not be compelled to testify or to grant any interviews with police officers or attorneys representing the State."

"I understand that if I grant any interviews with police officers or attorneys representing the State, any statements I make can be used against me."

"I understand that I have a right to hire an attorney to represent me and to be present during any interviews I have with police officers or attorneys representing the State."

"I understand that I can terminate any interview at any time."

"I understand that my plea of 'guilty' or 'no contest' may result in a conviction on my record."

"I understand that I waive my right to discovery and jury trial if I plead 'guilty' or 'no contest'."

APPEARANCE FORM

“My citation number is _____;”

“I have been charged with the offense of _____ and I plead;”

(CHECK ONLY ONE PLEA BELOW)

NOT GUILTY

Do not check any other boxes. Do not fill out any other forms or enter any comments about your case. If you enter a plea of “Not Guilty”, you will be set for a “Pre-Trial” hearing to meet with a prosecutor and review the evidence in your case.

NO CONTEST; or

GUILTY

And I request: *(Check one box if and only if you plead “guilty” or “no contest”)*

- Pay full balance immediately
- Payment Plan (submit Financial Statement/Application form)
- Community Service (must qualify)(submit Financial Statement/Application form)
- Jail credit (time served)(proof of incarceration is required)
- Compliance dismissal (must have proof of compliance)(must pay State fee immediately)
- Driver Safety Course dismissal (must be eligible)(must pay court costs)
- Deferred Disposition dismissal (must be eligible)(only granted by judge’s discretion)(if not paying full balance immediately, must submit Financial Statement/Application)

OTHER REQUEST

- Extension (continuance) to get: *(check all that apply)*
 - Proof of Insurance
 - Proof of Registration
 - Valid Texas Driver’s License
 - Proof of repair
 - Money for fine, court costs, or fees
 - Other: _____

Briefly describe any circumstances that will assist in granting your request in the space below.

Defendant’s Signature Date

Judge’s Signature Date