



# PLEAS

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CAUSE NUMBER: \_\_\_\_\_

STATE OF TEXAS

§

IN THE MUNICIPAL COURT

VS.

§

CITY OF \_\_\_\_\_

§

\_\_\_\_\_ COUNTY, TEXAS

☐ **Plea of Not Guilty**

I, the undersigned, do hereby enter my appearance on the complaint of the offense, to wit: \_\_\_\_\_, charged in Municipal Court Cause Number \_\_\_\_\_. I **plead not guilty**.

*Initial One:*

\_\_\_\_\_ I want a jury trial.

\_\_\_\_\_ I waive my right to a jury trial and request a trial before the Court.

I promise to appear, in person, in the \_\_\_\_\_ Municipal Court on any date for which this case is scheduled before this Court. I understand that if I do not appear anytime I am required to appear for this case, a Failure to Appear charge may be filed and warrants may be issued for my arrest.

☐ **Plea of Nolo Contendere**

I, the undersigned, do hereby enter my appearance on the complaint of the offense, to wit: \_\_\_\_\_, charged in Municipal Court Cause Number \_\_\_\_\_. I understand that I have a right to a jury trial and that my signature on this **plea of nolo contendere** (meaning “no contest”) will have the same force and effect as a plea of guilty on the judgment of the Court. I do hereby **plead nolo contendere** to said offense as charged, **waive** my right to a jury trial or hearing by the Court, and **agree to pay** the fine and costs the judge assesses. I understand that my plea may result in a conviction appearing on either a criminal record or a driver's license record.

☐ **Plea of Guilty**

I, the undersigned, do hereby enter my appearance on the complaint of the offense, to wit: \_\_\_\_\_, charged in Municipal Court Cause Number \_\_\_\_\_. I understand that I have a right to a jury trial. I do hereby **plead guilty** to the offense as charged, **waive** my right to a jury trial or hearing by the Court, and **agree to pay** the fine and costs the judge assesses. I understand that my plea may result in a conviction appearing on either a criminal record or a driver's license record.

☐ I, the undersigned, do hereby request the amount of fine assessed and the amount of appeal bond that the Court will approve.

\_\_\_\_\_  
Defendant's Signature                      Date

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Work Telephone Number

.....  
Plea accepted on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Judge, Municipal Court

(municipal court seal)

City of \_\_\_\_\_

**Editor's Note:** If a defendant is charged with an offense involving family violence, the judge or justice must take the defendant's plea in open court. Art. 45.0211, C.C.P.

NOTICE TO DEFENDANT FOLLOWING PLEA BY MAIL (Art. 27.14(b), C.C.P.)

CAUSE NUMBER: \_\_\_\_\_

STATE OF TEXAS

§

IN THE MUNICIPAL COURT

VS.

§

CITY OF \_\_\_\_\_

§

\_\_\_\_\_ COUNTY, TEXAS

Pursuant to Article 27.14(b), Code of Criminal Procedure, the Court hereby on \_\_\_\_\_, 20\_\_ notifies \_\_\_\_\_, Defendant in Cause Number \_\_\_\_\_, that the amount of fine assessed in this cause is \$ \_\_\_\_\_, the amount of costs assessed in this cause is \$ \_\_\_\_\_, and the amount of the appeal bond is \$ \_\_\_\_\_. You have until \_\_\_\_\_, which is 31 days from the date of this notice to either pay the fine and costs or present the Court with a proper appeal bond. You are further notified that if you are unable to pay the fine and costs or present an appeal bond to the Court before the 31st day, you must contact the Court to schedule a hearing on your ability to pay. Alternatives to the full payment of the fine or costs may be available to you, such as community service or installment payments. Payment of the fine and costs constitutes satisfaction of the judgment and waiver of the right to appeal.

**Failure to pay the fine and costs, post an appeal bond, or schedule a hearing may result in your arrest. However, if you come to the court to resolve your case, you will not be arrested at the court for any charges filed in this court.**

*(municipal court seal)*

\_\_\_\_\_  
Judge, Municipal Court

City of \_\_\_\_\_

**Editor's Note:** If the court receives a plea of guilty or no contest by mail, the court shall notify the defendant either in person or by regular mail of the amount of any fine or costs assessed in the case, information regarding the alternatives to the full payment of any fine or costs assessed against the defendant, if the defendant is unable to pay that amount, and, if requested by the defendant, the amount of an appeal bond that the court will approve. Art. 27.14, C.C.P.

If a defendant is charged with an offense involving family violence, the judge or justice must take the defendant's plea in open court. Art. 45.0211, C.C.P.

PLEA FORM: IN PERSON

CAUSE NUMBER: \_\_\_\_\_

STATE OF TEXAS

§

IN THE MUNICIPAL COURT

VS.

§

CITY OF \_\_\_\_\_

§

\_\_\_\_\_ COUNTY, TEXAS

**PLEA OF NOLO CONTENDERE**

I, the undersigned, do hereby enter my appearance on the complaint of the offense, to wit: \_\_\_\_\_, charged in Municipal Court Cause Number \_\_\_\_\_. I have been informed of my right to a jury trial and that my signature on this plea of nolo contendere (meaning "no contest") will have the same force and effect as a plea of guilty on the judgment of the Court. I do hereby plead nolo contendere to said offense as charged, waive my right to a jury trial or hearing by the Court, and agree to pay the fine and costs the judge assesses. I understand that payment of the fine and costs constitutes satisfaction of the judgment and waiver of the right to appeal. I understand that my plea may result in a conviction appearing on either a criminal record or a driver's license record.

\_\_\_\_\_  
Defendant's Signature      Date

\_\_\_\_\_  
Address

**PLEA OF GUILTY**

I, the undersigned, do hereby enter my appearance on the complaint of the offense, to wit: \_\_\_\_\_, charged in Municipal Court Cause Number \_\_\_\_\_. I understand that I have a right to a jury trial. I do hereby plead guilty to the offense as charged, waive my right to a jury trial or hearing by the Court, and agree to pay the fine and costs the judge assesses. I understand that payment of the fine and costs constitutes satisfaction of the judgment and waiver of the right to appeal. I understand that my plea may result in a conviction appearing on either a criminal record or a driver's license record.

\_\_\_\_\_  
Defendant's Signature      Date

\_\_\_\_\_  
Address

**PLEA OF NOT GUILTY**

I, the undersigned, do hereby enter my appearance on the complaint of the offense, to wit: \_\_\_\_\_, charged in Municipal Court Cause Number \_\_\_\_\_. I plead not guilty.

*Initial One:*

\_\_\_\_\_ I want a jury trial.

\_\_\_\_\_ I waive my right to a jury trial and request a trial before the Court.

I promise to appear, in person, in the \_\_\_\_\_ Municipal Court on any date for which this case is scheduled before this Court. I understand that if I do not appear anytime I am required to appear for this case, a Failure to Appear charge may be filed and warrants may be issued for my arrest.

\_\_\_\_\_  
Defendant's Signature      Date

\_\_\_\_\_  
Address

Plea accepted on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Judge, Municipal Court

City of \_\_\_\_\_

(municipal court seal)

**Editor's Note:** A judge may not accept a plea of guilty or nolo contendere from a defendant in open court unless it appears that the defendant is mentally competent and the plea is free and voluntary. Art. 45.0241, C.C.P.

Prior to accepting a plea of guilty or a plea of nolo contendere, the court must make certain admonishments (*See TMCEC 2024 Bench Book: Chapter 4 Appearance and Pleas*). Art. 26.13, C.C.P. During or immediately after imposing a sentence in a case in which the defendant entered a plea in open court as provided by Article 27.14(a) or 27.16(a), the justice or judge shall inquire whether the defendant has sufficient resources or income to immediately pay all or part of the fine and costs. Art. 45.041(a-1), C.C.P.