

## **PAYMENT IN FULL INSTRUCTIONS**

YOU MUST COMPLETE THE FORM BELOW

RETURN IT TO THE COURT ALONG WITH YOUR PAYMENT IN FULL

FORMS OF PAYMENT INCLUDE:

- MONEY ORDER
- CASHIER CHECK
- PERSONAL CHECK (MUST BELONG TO THE PERSON WHO RECEIVED CITATION)  
MUST ALSO INCLUDE COPY OF PHOTO IDENTIFICATION W/CHECK

PLEASE CALL THE COURT FOR THE CORRECT AMOUNT AND IF YOU HAVE ANY QUESTIONS  
972-347-3020

MAIL FORM AND PAYMENT TO:

PROSPER MUNICIPAL COURT  
PO BOX 307  
PROSPER, TX 75078

YOU MAY ALSO MAKE YOUR PAYMENT IN FULL ONLINE AT

<https://msbpay.com/TownOfProsperMunicipalCourt/>

STATE OF TEXAS  
VS

§

CITATION OR CASE NUMBER:

§

\_\_\_\_\_

§

OFFENSE DATE:

\_\_\_\_\_  
Defendant *(print your name)*

\_\_\_\_\_

For the offense of :

\_\_\_\_\_  
*(print the offense as listed on the citation)*

I enter my appearance by mail and waive my right to trial by jury or trial by court. I understand that by entering a plea by mail, providing payment and required documents, my appearance will be waived as long as accepted by the Municipal Court Judge. Failure to include required documents and payment will result in my request being rejected. I also understand that it is my responsibility to provide a current and valid address to the court at the time of this submittal.

I enter the following plea: (select one)

\_\_\_\_\_ Guilty      \_\_\_\_\_ No Contest

I understand that my plea will result in a conviction on either a criminal or driver license record.

I have read and understand my plea and understand that this plea and request must be received by the court on or before the answer date or the court appearance date. If questions, I may call the court at 972-347-3020 during court operation hours M-F 8:00 am – 5:00 pm.

Date \_\_\_\_\_

\_\_\_\_\_  
Defendant Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Email Address (not required)