

## COMPLIANCE PROOF – DISMISSAL REQUEST INSTRUCTIONS

YOU MUST COMPLETE THE FORM BELOW

RETURN IT TO THE COURT ALONG WITH THE FOLLOWING:

A COPY OF YOUR PROOF OF COMPLIANCE AS LISTED  
DISMISSAL FEE AS LISTED

***IMPORTANT:***

***WHEN YOU GET YOUR REGISTRATION RENEWED, YOU MUST TELL THE REGISTRATION CLERK THAT A CITATION WAS ISSUED FOR EXPIRED REGISTRATION. YOU WILL BE CHARGED A PENALTY FEE. IF THAT PENALTY FEE IS NOT ON YOUR RECEIPT THAT YOU PRESENT TO THE COURT, YOU CASE WILL NOT BE DISMISSED AND YOU WILL BE SET FOR COURT.***

PLEASE CALL THE COURT IF YOU HAVE ANY QUESTIONS AT 972-347-3020

YOU MAY MAIL FORM AND PAYMENT TO:

PROSPER MUNICIPAL COURT  
PO BOX 307  
PROSPER, TX 75078

OR

YOU MAY BRING FORM TO THE COURT OFFICE  
250 W. FIRST STREET  
PROSPER, TX 75078

THIS FORM AND FEE MUST BE RECEIVED BY THE COURT ON OR BEFORE THE ANSWER DATE ON  
YOUR CITATION

STATE OF TEXAS  
VS

§

CITATION OR CASE NUMBER:

§

\_\_\_\_\_

§

CITATION 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 court 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.

No Contest plea and proof of compliance w/fee (see below)

**PLEASE CHECK THE COMPLIANCE YOU ARE SUBMITTING**

\_\_\_\_\_ **Expired Registration** – must include

1. copy of renewal receipt showing proof that penalty fee has been paid to the state at the time of renewal
2. \$20.00 dismissal fee (money order, cashier's check OR personal check (defendant's check only))

\_\_\_\_\_ **Expired Driver License** – must include

1. Proof of renewal (if renewal was online – must include both online receipt and copy of expired DL)
2. \$20.00 dismissal fee (money order, cashier's check OR personal check (defendant's check only))

\_\_\_\_\_ **Fail to Report Change of Address**

1. Proof of change
2. \$20.00 dismissal fee (money order, cashier's check OR personal check (defendant's check only))

\_\_\_\_\_ **Expired Disabled Parking Placard** (if has been expired for less than 60 days)

1. Placard renewal (copy of placard)
2. Copy of valid driver's license attached to placard application or a copy of the application
3. \$20.00 dismissal fee (money order, cashier's check OR personal check (defendant's check only))

I have read and understand my plea and understand that this plea and request must be received by the court at least 24 hours prior to my court date or I will be required to appear in court. I also understand that it is my responsibility to follow all instructions returned to me by the court regarding my request and that I may contact the court at 972-347-3020 if I have any questions.

Date \_\_\_\_\_

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

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