Municipal Court
How to Resolve Citations

How do I resolve my citation?

The first step in resolving your citation is to read the back of the citation. You have 21 business days from the date your citation was issued to appear in court. After 21st business day, a warrant may be issued for your arrest. You may pay most citations online, or at the Municipal Court during business hours, if you do not want to see the Judge or the Prosecutor, and want to enter a guilty or no contest plea.

Plea of Guilty - Upon entering a plea of guilty, you admit that the act is prohibited by law, that you committed the act charged, and that you have no defense or excuse for your act.

Plea of Nolo Contendere (No Contest) - A plea of Nolo Contendere means that you neither admit to nor deny the charge, but do not wish to contest the State's charge against you. Within municipal court, a plea of no contest has the same legal effect as a plea of guilty.

Plea of Not Guilty - Means that you deny Guilt, and that the state must prove the charge that is filed against you. If you wish to contest your case and see the prosecutor you must appear in person before the Saginaw Municipal Court Judge to request a court date. (The judge legally cannot listen to the facts of a case if you plead not guilty, this would be considered ex-parte communication.) At that time of your court date you will have your opportunity to offer explanations or defense in regards to your citation to the prosecutor. At that point you will have the option to proceed with a trial.

Probation - With a plea of guilty or no contest, you may be eligible for probation known as **deferred disposition.** To request probation, you must appear in person at the Municipal Court office and pay the special expense fees. To be eligible for probation, you must not have been on probation in Saginaw within the past year. As a condition of your probation, you must not receive another citation in the City of Saginaw during your probationary period (other conditions may apply.) Probationary periods are up to 180 days. At the conclusion of your probation, the Judge will dismiss your citation provided that you met all stated conditions. This keeps the violation from being reported to the Texas Department of Public Safety (DPS), and should not affect your auto insurance.

Defensive Driving - If you are charged with a traffic moving violation, you may request to take a driving safety course for any one violation shown on the citation you were issued. You must meet all eligibility requirements to qualify for this option. You will pay a fee to the court when the class is requested. The class must be approved by the Department of Public Safety or Texas Education Agency (class must be state certified). You must show proof of completion for your citation to be dismissed. (Contact the court for eligibility requirements and additional information). If the court grants permission to take a driving safety course, you will be required to request a copy of your driving record from the Texas Department of Public Safety. You may make this request by clicking here.

Dismissals - The following offenses may be dismissed if the defendant provides the required documentation to the Municipal Court by the 21st business day from the citation date and pay the required fee at the time documentation is presented.

A fee of $20.00 is required.

- Expired Motor Vehicle Registration
- Expired Driver's License

- Fail to Report Change of Address or Name
- Expired Inspection

A fee of $10.00 is required.

- Operate Motor Vehicle without License Plates or with One Plate
- Display Altered, Unclean or Obscured License Plates
- Fail to Display Driver's License
- Violate Driver's License Restriction or Endorsement
- Operate Vehicle with Defective Required Equipment or in Unsafe Condition

No fee required.

- Fail to Maintain Financial Responsibility

The offense of Fail to Maintain Financial Responsibility does not require a fee to be paid.

- However you must provide proof that either the defendant or the vehicle listed on the citation was covered (liability insurance) on the date and time of the offense. Upon presenting proof to the court, the clerk must verify your insurance before the Judge will dismiss the offense.

Warrants - If you fail to meet any or all the obligations set forth by the court, the Judge will issue a warrant for your arrest. Additional fees will be added to each violation.
Warrants are issued when defendants:

- Fail to appear to make a plea or take action, on citation by the appearance date.
- Fail to comply with the orders of the Judge.
- Fail to complete a payment plan or fail to make payments as promised.
- Fail to appear in court on scheduled court date.

If you wish to contest your citation and it has already gone into warrant status, you must post a 100% cash bond in order to secure a court date. Once you are before the judge, if you waive your right to a jury trial and plead Guilty or No Contest, a fine will be assessed. You may request deferred disposition, defensive driving at that time and all fines are due that day. If you claim to be indigent and you are found to be indigent by the judge you may also request community service in lieu of your fine.