

City of Cottonwood Shores Municipal Court

Cottonwood Shores, Texas

Appearance to the Court:

Contacting the Court:

An individual receiving a citation must make an appearance before the Court on or before the date indicated on the citation ticket. (No more than 10 days)

Appearance Must be Made only by the following methods:

- By going in person to the Cottonwood Shores Municipal Court Office located at 3808 Cottonwood Drive, Cottonwood Shores, Texas 78657; OR
- By timely responding by mail or certified mail to Municipal Court Office at 3808 Cottonwood Drive, Cottonwood Shores, Texas 78657, with the reply form inside the courtesy letter given to you by the officer.

NOTE: Persons under age 17 must appear in person with a parent or guardian.

NOTE: No phone calls are allowed as an appearance.

TO APPEAR BY MAIL or CERTIFIED MAIL:

You may enter your plea of:

- NOT GUILTY;
- GUILTY; OR
- NO CONTEST
- Request an arraignment for Deferred Disposition.

by completing a plea form and mailing this form by mail or certified mail along with the appropriate payment if required (NO CASH UNLESS YOU APPEAR IN PERSON).

If plea of **NOT GUILTY** is entered, you must request a trial by Judge or a trial by Jury.

You will then be notified of the first court date required to attend.

If plea is **GUILTY** or **NO CONTEST**, you may:

1) pay the assigned fine and court cost indicated for your offense.
(CASHIER'S CHECK, MONEY ORDER), (NO CASH BY MAIL); OR

2) request a payment agreement (Must be approved by Judge)

See Plea Form if you do not have or have lost your courtesy letter.