

# "DEFENDANT INSTRUCTIONS"

Please read this packet in its entirety, it has necessary forms you'll need for your court date. This packet contains the following items:

Page 1	This cover page of instructions.
Page 2	Rules of Attire & Court Conduct, page 1 of 2
Page 3	Rules of Attire & Court Conduct, page 2 of 2
Page 4	Waiver & Plea Form - <b>YOU MUST SIGN</b>
Page 5	Warning Sign for Defensive Driving
Page 6	Request for Defensive Driving
Page 7	Community Service information for ANY Deferred Disposition request - INCLUDING DEFENSIVE
DRIVING	
Page 8	Community Service Timecard

Please read all of these documents. You will hand the completed documents to the Judge or the Court Clerk when you are asked for them.

**All Defendants must complete Page 4 (Wavier & Plea Form) after reading & understanding it.**

Top portion / Waiver of Counsel  
Bottom portion / Plea Form

## **Interested in Defensive Driving?**

If you wish to take Defensive Driving you must complete Page 4 (Waiver & Plea Form) and Page 6 (Request for Defensive Driving). There is an additional defensive driving packet that provides you with helpful information. See page 7 - you will be required to also complete 10 hours community service.

**PLEASE SIGN IN AND TAKE ONE OF THESE PACKETS.**

# **RULES OF ATTIRE AND CONDUCT**

**IT IS ORDERED** that the following general rules of attire and conduct shall apply to all proceedings when the Meadowlakes Municipal Court is in session:

## **ATTIRE**

The following attire is unacceptable for appearing in court:

1. Shorts and cut-offs;
2. Muscle shirts, clothing with offensive, vulgar, racist, sexist, obscene, or suggestive words, slogans, depictions, or pictures, including grotesque creatures;
3. Clothing that is dirty, torn, or ragged;
4. Clothing that is too tight or too short or immodest;
5. Hats;
6. All attorneys making an appearance in Court are expected to dress in appropriate business attire;

## **CONDUCT**

Pro Se parties (individuals representing themselves without an attorney) should be prepared to present their cases in a proper manner. The Court is not permitted to protect or represent you, or to instruct you on court procedure, evidence, rules, or how to present and prove your case. If you are unprepared, unaware, or ignorant of the means and methods of presenting your case, it may adversely affect your case.

1. Be on time. The courtroom will open 15 minutes prior to docket call.
2. Do not argue with the Court.
3. Address the Court as "Judge" or "Your Honor".
4. Address opposing parties, counsel, witnesses, and Court Officers as "Mr.", "Mrs.", "Miss", "Officer", etc. Do not use first names, except with children 14 years of age or younger or unless otherwise instructed by the Court.
5. Do not read newspapers, magazines, books, etc. in the courtroom during proceedings.
6. Do not talk at the same time as the Court, counsels, witnesses, or other court personnel.
7. Racist, sexist, obscene, or profane language or gestures are prohibited unless it is pertinent to a case and is elicited and quoted from facts in the case.
8. Do not enter and depart the courtroom excessively.
9. Do nothing to disturb or distract the court, counsels, witnesses, and other court personnel. Children must not create a disturbance or be kept out of the courtroom.
10. Do not approach the Judge's bench or Clerk's desk without permission from the Court. Do not rest arms or hands on the bench.
11. Leave all purses, bags, brief cases, etc. at the counsel table when you are called to the Judge's bench.
12. Have all paperwork and documents (i.e., Driver's License, Insurance, evidence, etc.) ready when called to approach the Judge's bench.

13. Rise when the Judge enters the courtroom and remain standing until the Judge or Bailiff announces, "Be seated", or until the Judge is seated. Rise when the Judge exits the courtroom.

14. No food or drink is allowed in the courtroom.

15. Mute all phones and pagers while in the courtroom. No phone calls in the courtroom.

A VIOLATION OF ANY OF THESE RULES COULD RESULT IN A CHARGE OF CONTEMPT OF COURT WHICH IS PUNISHABLE BY A FINE OF \$100 AND/OR UP TO 3 DAYS IN JAIL OR BOTH.

SIGNED AND ENTERED on this the 22nd day of December, 2005.

/s/ Don Adams

Don Adams  
Judge Presiding

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

STATE OF TEXAS

§

IN THE MUNICIPAL COURT

VS.

§

CITY OF MEADOWLAKES

§

BURNET COUNTY, TEXAS

**WAIVER OF COUNSEL**

Now comes the Defendant herein, in person, *Pro Se*, i.e. **WITHOUT AN ATTORNEY**, and states that he or she understands the following:

1. The Defendant has the right to remain silent and not make any statement at all and any statement the Defendant makes may be used against him or her at his or her trial;
2. The Defendant has the right to have a lawyer represent him or her in Court in connection with this cause; however, if the Defendant is unable to employ a lawyer, he or she does not have the right to have a lawyer appointed to advise him or her in this Municipal Court in connection with this cause;
3. The Defendant understands the nature of the allegations against him or her;
4. The Defendant understands the range of penalty for the offense charged against him or her;
5. The Defendant, having been admonished by the court, understands and knows that an attorney could aid in the marshaling of facts, introducing evidence of mitigating circumstances, cross examining witnesses and could represent and generally assist him or her during the trial and appeal,

and appeal,

6. The above named Defendant, after having been advised of the rights hereinabove set forth, freely, intelligently and voluntarily, by affixing his or her signature hereto, **does hereby waive and relinquish his or her right to have an attorney represent him or her in the numbered and styled cause and shall represent himself or herself in said cause.**

above

TO WITNESS WHICH, I, the Defendant in the above numbered and styled cause, hereunto affix my signature on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

.....  
**PLEA FORM**

I, the undersigned, do hereby enter my appearance on the complaint of the offense, to wit: \_\_\_\_\_ charged in the Municipal Court Cause Number listed above. I have been informed of my right to a jury trial before I entered my plea.

**PLEA OF NOLO CONTENDERE OR GUILTY:**

I enter a plea of \_\_\_\_\_ to the said offense as charged. I 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 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 also understand that a plea of guilty will have the same force and effect as a judgment of the Court.

**or, PLEA OF NOT GUILTY:**

I enter a plea of \_\_\_\_\_. I plead not guilty and am indicating by my initials below as to trial preference.

(initial below)

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

---

*(Court Seal)*

Title of Witness

**YOU MAY BE ABLE TO REQUIRE  
THAT THIS CHARGE BE  
DISMISSED BY SUCCESSFULLY  
COMPLETING A DRIVING SAFETY  
COURSE OR A MOTORCYCLE  
OPERATOR TRAINING COURSE.**

**YOU WILL LOSE THAT  
RIGHT IF, ON OR BEFORE YOUR  
APPEARANCE DATE, YOU DO  
NOT PROVIDE THE COURT WITH  
NOTICE OF YOUR REQUEST TO  
TAKE THE COURSE.**

Art. 45.0511(q), CCP

CAUSE NO. \_\_\_\_\_

STATE OF TEXAS

VS.

\_\_\_\_\_

§  
§  
§  
§  
§

IN THE MUNICIPAL COURT

CITY OF MEADOWLAKES

BURNET COUNTY, T E X A S

**REQUEST FOR A DRIVING SAFETY COURSE**

I hereby enter my appearance on the complaint of the offense of: \_\_\_\_\_ in person. I understand that I have a right to a jury trial. I hereby waive my right to a jury trial, please (guilty) (no contest) and elect under Art. 45.0511, CCP, to take a driving safety course.

**I understand that I must present to the court the following with this request:**

- 1.) a valid Texas driver's license or permit;
- 2.) proof of financial responsibility pursuant to Chapter 601, Transportation Code (automobile liability insurance);
- 3.) payment of court cost and a \$10.00 non refundable administration fee; and
- 4.) payment of a cash bond equal to the amount of fine (refundable if all requirements are met)

**I understand that I must:**

- 1.) complete a certified driving safety course or motorcycle operator training course as applicable within 90 days of this request; and.
- 2.) submit by 3:00 p.m. of the 90th day from this request a uniform certificate of course completion of a driving safety course; and
- 3.) submit by 3:00 p.m. of the 90th day from this request an affidavit that I was not taking such a course nor had I completed one within the preceding 12 months from the date of my current offense; and
- 4.) submit by 3:00 p.m. of the 90th day from this request a copy of my driving record as maintained by the Texas Department of Public Safety.
- 5.) submit by 3:00 p.m. on the 90th day from this request a signed copy of my completed 10 hours community service timesheet.

**I understand that:**

- 1.) if I comply with the court order granting the taking of a driving safety/motorcycle operator course and submit all the required evidence as ordered, that the court will dismiss my case; and
- 2.) failure to submit all the evidence required by the court, that I will forfeit my cash bond which was equal to the fine amount; and
- 3.) failure to submit all the evidence required by the court will result in the traffic violation being reported on my driving record as maintained by the Texas Department of Public Safety.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# NOTICE OF COMMUNITY SERVICE REQUIREMENT

~

By order of Honorable Judge Adams, Municipal Court Judge for the City of  
Meadowlakes, Burnet County, Texas:

EVERY Defendant that requests any type of Deferred Disposition  
(which includes all Defensive Driving requests)  
must complete, in addition to the fine,  
court costs, and judgment of the Court,  
10 hours community service for  
the City of Meadowlakes, MUD office.

You will report to:  
Mr. Johnnie Thompson, GM  
MUD & POA  
177 Broadmoor, Suite B  
Meadowlakes, TX 78654  
Phone (830) 693-2951

~

If you have any questions regarding this order,  
please contact the court clerk, Linda A. Wendling,  
at (830) 693-6840.



