

## *Defensive Driving Instructions*

The court has implemented procedures for taking defensive driving. These procedures are for this court and for non CDL holders only. This is to ensure proper disposal of the case once completed. If you have any procedural questions, please contact the clerk of the court. Also note, the court nor does their staff recommend any driving schools. It is the responsibility of the defendant to find a proper school. If an online course will be taken, please make sure it is approved for the State of Texas, ([www.tea.state.tx.us/drive/online.html](http://www.tea.state.tx.us/drive/online.html)).

1. Once plea is taken by court and request for Defensive Driving is accepted, the court will furnish a 90 day due date to complete all that is required from defendant. It is the responsibility of the defendant to make sure no same course has been taken within the past 12 months as per state law to avoid a conviction on their driving record.
2. The court will provide the defendant a form to obtain a copy of their driving record (type 3A) for a fee of \$10.00 from the Texas Department of Public Safety. The record will take up to 3 weeks for delivery, so do not delay to order it. The record is also available online at [www.texasonline.com](http://www.texasonline.com) for a fee of \$12.00. It takes up to 7 days to receive your record.
3. Once Defensive Driving is completed, the school will furnish a certificate of completion that needs to be signed by the defendant. (Any costs associated with taking the course are separate from the court costs).
4. A \$110.00 money order is required for the state court costs and county administrative fee upon completion.
5. A copy of current insurance is also required upon completion.

All requirements must be completed and turned into the court by the due date. NO EXTENSIONS will be given, NO EXCEPTIONS!!. The driving record, \$110.00 fee, copy of current insurance, and certificate of completion need to be turned in together by due date. If not completed by due date, full amount of citation will be assessed and is due within 10 working days to avoid **Warrant of Arrest**.