



Castle Hills Municipal Court  
209 Lemonwood Dr.  
Castle Hills, TX 78213  
210-293-9679  
court@castlehills-tx.gov

With a plea of no contest, you may request that you be granted a deferred disposition (probation) dismissal if you are not currently on probation for another violation. You will need to use the attached request form and file your request with the court. Only one request form may be used per violation.

Filings may be submitted by the following ways on or before your scheduled court appearance date:

- Clerk's Office from 8:00 am to 4:00 pm Monday through Friday excluding holidays.
- Emailing your request to [court@castlehills-tx.gov](mailto:court@castlehills-tx.gov)
- Postal mail to the court address listed above. Please address the envelop to Attention Municipal Court

Other important items to know about this request are as follows:

- If you currently hold or held a **commercial driver's license** at the time of the violation **you are not eligible** to request deferred disposition to resolve your violation(s)
- The total costs of a deferred disposition will be the same as the full fine amount and must be paid at any time and in any increment during the deferral period.
- If you are charged with an insurance offense, your request must be accompanied by proof of valid liability insurance. You will be required to maintain your liability insurance coverage throughout the period of deferral, and at the end of your deferral period, present proof to the court that you maintained insurance throughout the deferral period.
- If you are or were under 25 years of age at the time of the offense, you must complete a driving safety course and present the certificate to the court before the end of your deferral period.
- If you are or were under 18 years of age and hold a provisional driver's license at the time of the offense, you must complete a driving safety course, re-take the DPS driving test and present the certificate and test results to the court before the end of your deferral period.
- If you citation(s) are currently in warrants you will need to contact the clerk's office to discuss your eligibility for deferred disposition.



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Deferred Disposition Request Form

I \_\_\_\_\_ have been charged with the offense of \_\_\_\_\_ in the Castle Hills Municipal Court. I do hereby enter my appearance and plea of NO CONTEST to the offense charged, and request that the court grant my request for deferred disposition.

I understand that in order to have a moving violation dismissed I must comply with specific terms of the deferral order that will be provided to me in the form of a court order. The order will be mailed to the address listed on this request form.

Terms of the deferral order may include any of the following requirements:

- Payment of all fines, and court costs,
- Maintain a clean driving record for the duration of the deferral period,
- Completion of a Driving Safety Course ( if under the age of 25 at the time of the violation occurred),
- Re-take the DPS driving test (if defendant holds a provisional driver's license)
- Maintain valid liability insurance for the duration of the deferral period,
- Any other terms required by the court.

I do not hold or held a commercial driver's license at the time of the violation.

Please send all court responses and all documents to the address provided on this form. It is my responsibility to provide the court with accurate contact information. If at any time my contact information changes it is my responsibility to notify the court in **writing within seven days**.

Citation Number: \_\_\_\_\_

Driver's License or State Issued Identification Card number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Defendant signature

\_\_\_\_\_  
Date

- **IF YOU ARE SUBMITTING YOUR REQUEST VIA EMAIL OR POSTAL MAIL YOU WILL NEED TO INCLUDE A COPY OF YOUR DRIVER'S LICENSE OR STATE ISSUED IDENTIFICATION CARD,**
- THIS FORM CAN ONLY BE USED FOR ONE MOVING VIOLATION,
- INCOMPLETE REQUESTS WILL NOT BE ACCEPTED,
- THIS FORM CANNOT BE USED FOR CASES IN WARRANT OR COLLECTIONS STATUS.