

DEFERRED DISPOSITION INSTRUCTIONS

PLEASE CAREFULLY READ AND FOLLOW THE INSTRUCTIONS CONTAINED IN THIS DOCUMENT BEFORE PROCEEDING FURTHER.

Your traffic ticket will be dismissed upon successful completion of Deferred Disposition.

- If you are younger than 25 years of age, the length of your Deferred Disposition will be **ninety (90) days**, and during the period of Deferred Disposition you must complete a Driving Safety Course.
- If you are 25 years of age or older, the length of your Deferred Disposition will be **thirty (30) days** and no course is required.
- Additional requirements for successful completion of Deferred Disposition are listed on the Deferred Disposition application and explained below.

There are time deadlines by which you must provide certain documents to the Court, and no additional time to complete the requirements will be granted. The deadlines are explained below. If you have any questions about what is required of you, you may contact the Clerk of the Court at (806) 378-3082.

After you have entered your plea and paid online, you MUST do the following things in order for the deferred disposition to be granted:

1. Print out these instructions and the application for Deferred Disposition.
2. Fill in the blanks in the application completely with your name, the citation number, the name of the offense as it appears on this website, your signature, address and telephone number, and the date signed.
3. Make a legible copy of your driver's license.
4. **Return** the Deferred Disposition application and the copy of your driver's license to the Municipal Court before the end of your deferral period.

FAILURE TO RETURN THE COMPLETED APPLICATION AND COPY OF YOUR LICENSE WITHIN THIS TIMEFRAME WILL RESULT IN A CONVICTION FOR THE VIOLATION.

You may either email these required documents to citycourt@amarillo.gov, mail these required items to: Municipal Court, P.O. Box 1366, Amarillo, Texas 79105, or bring them in person to the cashier window at the Municipal Court, located at 201 S.E 4th Ave, Amarillo, Texas. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday and Thursday 8:00 a.m. to 7:00 p.m. There is a night deposit box for your convenience. The Court assumes no responsibility for delayed, lost, misdirected, incomplete, or postage-due mail.

You MUST comply with the following conditions to successfully complete your Deferred Disposition:

- You must not receive a ticket during your deferral period for another traffic or criminal offense against the laws of the State of Texas or the City of Amarillo, regardless of the final conviction date of that new offense.
- You must notify the Court of any change in your mailing address during the deferral period. Such notice must be mailed to the Court at the address above within five (5) days of the change.
- If you are younger than 25 years of age, you must complete a Driving Safety Course and return the court copy of the course certificate to the Municipal Court no later than the last day of your 90 day deferral period.

IF YOU FAIL TO COMPLY WITH THE CONDITIONS SET OUT ABOVE, THEN AT THE CONCLUSION OF YOUR DEFERRED PERIOD YOU WILL BE SUMMONED TO APPEAR IN COURT TO SHOW CAUSE AS TO WHY YOU HAVE NOT COMPLIED WITH THE REQUIREMENTS. FAILURE TO COMPLY WITH THE CONDITIONS OF DEFERRED DISPOSITION SHALL RESULT IN A JUDGMENT OF CONVICTION.

Failure to comply with ALL requirements shall violate the Deferred Disposition and result in a conviction for the offense. If a conviction is entered, it will be reported as required by law.

Online Deferred Disposition will not be granted for dismissal of the following violations:

- offenses committed in a construction work maintenance zone when workers are present.
- any traffic violation if you hold a Commercial Driver's license, or held such a license on the date of the violation.
- any traffic violation committed by a person under the age of 17 (you may apply in person to the Municipal Court to request Deferred Disposition if you are under 17.)
- any criminal violation other than a traffic violation (you may apply in person to the Municipal Court to request Deferred Disposition for a non-traffic offense.)
- any violation for which you have already paid the fine and which has resulted in a judgment of conviction.
- any traffic violation if you hold a Provisional Driver's license. You must appear in person and see a Judge to request Deferred Disposition if you hold a Provisional Driver's License.

The deferral period will begin when the Judge approves the application for Deferred Disposition. This is usually within a few days of your online plea and payment. If you wish to know the exact dates of your deferral period, you may contact the Court at (806) 378-3082.