

**INSTRUCTIONS FOR THE HANDLING OF A CLASS C CITATION  
OR  
TRAFFIC CITATIONS**

When you receive a citation ( also known as a ticket ) from a Texas Department of Public Safety Trooper, Constable, Game Warden or Sheriff Deputy , you will be asked to **sign** your citation . By signing this document, you are promising the officer that you will **appear** in person or through the United States Post Office on or before the date the officer **puts** on your citation to appear before the judge of the court.

**PLEASE NOTE**

A PHONE CALL TO THE JUDGE IS NOT AN APPEARANCE IN COURT. THE FALLS COUNTY JUSTICE OF THE PEACE DO NOT HAVE CLERKS AND CAN NOT ENTER INTO EX PARTE CONVERSATION IN REGARD TO THE MERITS OR CIRCUMSTANCE OF THE CITATION YOU WERE ISSUED.

The officer may give you an Instruction Sheet also known as a "Blue Form" , if so please read it for information as to how to take care of your citation . If you do not receive an Instruction Sheet , you may go to the Forms Section and review it there online.

You will be required to enter a plea in regard to the offense of which you were cited on your citation . This plea form is located in the Forms Section online. This plea is due to the court by the court date , issued on your citation . If you are entering a plea of Guilty or No Contest , your fine will be due along with your plea. Payable on line at [www.texasonlinerecords.com/tor](http://www.texasonlinerecords.com/tor) or you may mail a cashier check or money order . If you want a receipt , please mail a self - addressed envelope and a receipt will be mailed to you .

If you are entering a Not Guilty Plea , you will be notified when to appear for trial in Falls County . You may represent yourself or you may seek an attorney. It is your responsibility to make certain the court has a current address where you receive mail.