

# OPTIONS FOR TAKING CARE OF YOUR CITATION

**\*\*A PHONE CALL IS NOT CONSIDERED AN APPEARANCE\*\***

## 1. PLEAD GUILTY OR NO CONTEST AND PAY THE FINE:

- **BY MAIL** – Sign the back of your citation and mail it, along with your **MONEY ORDER** to:  
TOWN OF PONDER – MUNICIPAL COURT  
405 SHAFFNER ST.  
PONDER, TX, 76259
- **IN PERSON** – During regular business hours: **Monday-Thursday 7:30 A.M. – 5:00 P.M.**  
**Friday 7:30 A.M. – 11:30 A.M.**  
NOTE: Please **DO NOT** leave cash payments in the drop box!
- **APPEAR IN COURT** – On your scheduled Appearance Date. We hold Court on the third Monday of the month at 4:30 P.M., in most cases. **Contact the Court by phone for your Appearance Date.**

## 2. PLEAD NOT GUILTY AND REQUEST A COURT HEARING:

- **IN PERSON** – During regular business hours: **Monday-Thursday 7:30 A.M. – 5:00 P.M.**  
**Friday 7:30 A.M. – 11:30 A.M.**
- **APPEAR IN COURT** – On your scheduled Appearance Date. We hold Court on the third Monday of the month at 4:30 P.M., in most cases. **Contact the Court by phone for your Appearance Date.**
- **THROUGH YOUR ATTORNEY** – You have the right to hire an attorney to represent you *at your own expense*. Once an appearance has been made for you, The Court will conduct all business through the attorney.

## 3. REQUEST TO TAKE A DRIVER'S SAFETY COURSE:

- Go back to "QUICK LINKS" and read the section: "How to Request a Driver's Safety Course"

## 4. REQUEST DEFERRED DISPOSITION (Also called PROBATION):

- Go back to "QUICK LINKS" and read the section: "How to Request Deferred Disposition"