

Driving Safety Course Check List

This is for your benefit and instruction

You MUST complete all of the requirements below
before your citation is dismissed and the charge removed from TDPS records.

1. Sign the “Application for Deferral of Judgment and Guilty Plea.”
2. Have your signature notarized.
3. Submit copy of liability insurance.
4. “Application Form” must be returned to this Court with **10 days**.
5. \$108.00 fee must be paid to this Court with **30 days**.
6. Obtain a **SPECIAL CERTIFIED COPY** of your driving record as maintained by the Texas Department of Public Safety.
(You may take the course before receiving this certified copy.)
7. Return the **CERTIFIED COPY OF DRIVING RECORD** to the Court immediately upon its receipt.
8. Take the Driving Safety Course.
(The course may be taken anywhere in the state of Texas as long as the course is approved by the Texas Department of Public Safety.)
9. You will receive a form from Austin titled “**STATE OF TEXAS DRIVING SAFETY COURSE UNIFORM CERTIFICATE OF COMPLETION.**” Return the copy that says “**COURT**” TO THIS Court within **90 days**.
10. Both the **DRIVING RECORD** and **CERTIFICATE OF COMPLETION** must be in this office by the 90th day.

YOU MUST COMPLETE ALL OF THE ABOVE REQUIREMENTS
or
PAY THE REMAINING FINE AND COSTS.

Failure to comply with all of the requirements above by the date required may also result in a warrant being issued for your arrest until full payment of fine and all costs have been tendered to the Court.

Return “Application Form” page to: **The Honorable Clay Houdashell**
4111 S. Georgia, Suite 100
Amarillo, Texas 79110.