

## Driving Safety Course Check List

To be eligible to have a citation dismissed by a driving safety course:

- 1) Contact the court and request Driving Safety Course before due date.
- 2) You must have a valid Texas Driver's License.
- 3) Your Texas Driver's License cannot be a CDL.
- 4) You must have valid Liability Insurance.
- 5) You cannot have had a citation dismissed by taking a Driving Safety Course in the past 12 months.

You **MUST** complete all of the requirements below before your citation is dismissed.

1. Sign the "**Sworn Affidavit for Driving Safety Course**".
2. Have your **signature notarized**.
3. Submit **copy of liability insurance and valid Texas driver's license**.
4. Submit above forms to the court along with payment
5. **\$108.00 fee** must be paid to this court on or before citation due date.
6. Obtain a **SPECIAL CERTIFIED COPY** of your driving record as maintained by the Texas Department of Public Safety, and send driving record to the court when received. (*You may take the course before receiving this certified copy*)  
[www.texasonline.com](http://www.texasonline.com) \$12.00 fee paid with debit or credit card
7. 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.*)
8. You will receive a form from Austin titled "**STATE OF TEXAS DRIVING SAFETY COURSE UNIFORM CERTIFICATE OF COMPLETION**". Sign and return the copy that says "**COURT**" to THIS court within **90 days**. If not received call (512) 936-6777.
9. Both the **DRIVING RECORD and CERTIFICATE OF COMPLETION** must be in this office by the **90<sup>th</sup> day**.

FAILURE to comply with all the requirements listed above by the Driving Safety Course due date will result in:

- 1) **Disposition of citation will be a CONVICTION**;
- 2) **Remaining fine, as well as a \$25.00 TIME PAYMENT FEES will be due immediately; or**
- 3) **CAPIAS PRO FINE warrant could be issued, which will result in your arrest.**

Return "Application Form" page to: **Judge Jerry Bigham**  
Justice Court, Precinct 1 or Randall County Finance Bldg  
501 16<sup>th</sup> St, Suite 307  
Canyon, Texas 79015