CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Annise D. Parker
Mayor

Lourdes Coss
Chief Procurement Officer
P.O. Box 1562
Houston, Texas 77251-1562

F. 832.393.8755
https://purchasing.houstontx.gov

February 23, 2015

SUBJECT: Letter of Clarification No. 3 to Invitation to Bid No. S32-L25259 for Mail Processing Services for Various Departments

TO: All Prospective Bidders

This Letter of Clarification is issued for the following reason:

- To respond to a question posed by a perspective bidder:

Question No. 1: Is it possible to receive samples of forms?

Answer: Please see attached Exhibit Nos. 1 thru 16.

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s). It is the responsibility of the bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this solicitation and resulting bid.

Furthermore, it is the responsibility of each Contractor to obtain any previous Letter of Clarification associated with this solicitation.

Veronica Douglas, CPPB
Senior Procurement Specialist
832-393-8745

Attachments: Exhibit Nos. 1 thru 16.

POST OFFICE BOX 2688
HOUSTON, TEXAS 77252-2688
Phone Number: (832) 394-8890

Forwarding Service Requested

Bill

Sign Operating Permit Renewal Notice

1

Date Issued :	05-JAN-2015
Statement No:	[redacted]
Page Number :	1
Sign(s) Type:	ON PREMISES
GSO Number :	[redacted]

TO: [redacted]

00170543

95

CITY OF HOUSTON COPY

RETURN THIS COPY

WITH YOUR PAYMENT

Project Number	Sign Location	Zip	Sign Type	FA	WD	HT	Renewal Fee
[redacted]	[redacted] Preparation Fee This Invoice's operating period is 23-JAN-2015 Through 23-JAN-2016	77074	GRND	02	12	12	[redacted]
[redacted]	10 [redacted] Preparation Fee This Invoice's operating period is 09-JAN-2015 Through 09-JAN-2016	77060	WALL	01	06	02	[redacted]
[redacted]	9970 [redacted] Preparation Fee This Invoice's operating period is 20-JAN-2015 Through 20-JAN-2016	77036	GRND	02	12	06	[redacted]
[redacted]	9970 [redacted] Preparation Fee This Invoice's operating period is 21-JAN-2015 Through 21-JAN-2016	77036	MARQ	02	08	02	[redacted]
[redacted]	1632 S [redacted] Preparation Fee This Invoice's operating period is 20-JAN-2015 Through 20-JAN-2016	77057	WALL	02	08	02	[redacted]

561 571 255 255 238

Removed

*** CONTINUED ON NEXT PAGE ***

379.32

EXHIBIT 1

Return ALL REMITTANCE COPIES with your payment to ensure proper credit to the following address:

CITY OF HOUSTON, SIGN ADMINISTRATION
POST OFFICE BOX 2688
HOUSTON, TEXAS 77252-2688
Phone Number: (832) 394-8890

001-S0749442

CITY OF HOUSTON

Sign Operating Permit Renewal Notice

Delinquent → DELINQUENT NOTICE

2

TO: [redacted]

Date Issued : 12-JAN-2015
Statement No: [redacted]
Page Number : 1
Sign(s) Type: ON PREMISES
GSO Number : [redacted]

Your sign operating permit(s) for the sign(s) listed below have expired. A 15% 'delinquent fee' surcharge has been assessed because payment has not yet been received. The original invoice was dated: 01-DEC-2014. Please remit the amount requested, or remove the sign(s) within ten (10) days. Failure to comply may result in the issuance of a municipal citation which upon conviction is punishable by a minimum fine of $300.00. Each day in violation is considered a separate offense and is punishable by the same fine. If payment has been made, please disregard this notice.

Project Number	Sign Location	Zip	Sign Type	FA	WD	HT	Oper Fee 2014 - 2015
[redacted]	9758 KATY FWY # STRIP Delinquent Fee Preparation Fee	77055	GRND	02	21	31	[redacted]
[redacted]	9758 KATY FWY # STRIP Delinquent Fee Preparation Fee	77055	GRND	02	21	31	[redacted]
[redacted]	9758 KATY FWY # STRIP Delinquent Fee Preparation Fee	77055	GRND	02	21	31	[redacted]
[redacted]	9758 KATY FWY # STRIP Delinquent Fee Preparation Fee	77055	GRND	02	21	31	[redacted]
[redacted]	9758 KATY FWY # STRIP Delinquent Fee Preparation Fee	77055	GRND	02	21	32	[redacted]
[redacted]	8505 MAIN ST # STRIP Delinquent Fee Preparation Fee	77025	GRND	02	10	14	[redacted]

Balance Due: $[redacted]

RETURN A COPY OF THIS STATEMENT WITH YOUR PAYMENT to ensure proper credit to the following address: CITY OF HOUSTON, SIGN ADMINISTRATION
POST OFFICE BOX 2688
HOUSTON, TEXAS 77252-2688

EXHIBIT 2

001-S0756516

CITY OF HOUSTON

Municipal Courts Department
1400 Lubbock, Houston, TX 77002-0311
713-837-0311
Forwarding Service Requested

Annise D. Parker
Mayor

Barbara E. Hartle
Director and Presiding Judge
1400 Lubbock, Room 214
Houston, Texas 77002

T. 713.837.0311
TDD 713.247.8591
www.houstontx.gov

P25PVI00200001-149076630

[redacted]

August 9, 2012

XREF_ID:[redacted]

THE STATE OF TEXAS
VS
[redacted]

IN THE MUNICIPAL COURTS
CITY OF HOUSTON
HARRIS COUNTY, TEXAS

FAILURE TO COMPLY WITH COMMUNITY SERVICE ORDER

COURT RECORDS REVEAL THAT YOU HAVE FAILED TO DISCHARGE ALL FINES AND COURT COSTS BY PERFORMING COMMUNITY SERVICE AS ORDERED.

IF YOU BELIEVE THAT THE COURT'S RECORDS ARE IN ERROR, PLEASE PRESENT ANY EVIDENCE (PROOF) IN YOUR POSSESSION THAT WOULD SUPPORT YOUR COMPLIANCE WITH THE COURT'S ORDER.

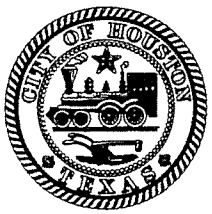
WARNING: IF YOU FAIL TO PAY ALL FINES AND COURT COSTS WITHIN THE NEXT THIRTY (30) DAYS FROM THE DATE OF THIS NOTICE, A CAPIAS PRO FINE WARRANT WILL BE ISSUED FOR YOUR ARREST.

Barbara E. Hartle
Director and Presiding Judge

Exhibit 3

CITY OF HOUSTON

Municipal Courts Department
1400 Lubbock, Houston, TX 77002-0311
713-837-0311
Forwarding Service Requested



Annise D. Parker
Mayor

Barbara E. Hartle
Director and Presiding Judge
1400 Lubbock, Room 214
Houston, Texas 77002

T. 713.837.0311
TDD 713.247.8591
www.houstontx.gov

P25PVY00200001-149076642

[redacted]

August 9, 2012

XREF_ID: [redacted]

THE STATE OF TEXAS
VS
[redacted]

IN THE MUNICIPAL COURTS
CITY OF HOUSTON
HARRIS COUNTY, TEXAS

FAILURE TO COMPLY WITH DEFERRED PAYMENT ORDER

COURT RECORDS REVEAL THAT YOU HAVE FAILED TO DISCHARGE ALL FINES AND COURT COSTS YOU OWED AS INDICATED IN YOUR DEFERRED PAYMENT ORDER. AS A RESULT OF DEFAULTING ON THESE TERMS YOUR DRIVERS LICENSE WILL BE FLAGGED WITH THE DEPARTMENT OF PUBLIC SAFETY AND THE RESTRICTION WILL NOT BE LIFTED UNTIL YOU HAVE CONTACTED THE MUNICIPAL COURTS COLLECTIONS DEPARTMENT TO MAKE FULL PAYMENT OF ALL FINES AND FEES. THE COLLECTIONS DEPARTMENT CAN BE REACHED AT (713) 221-0288 BETWEEN THE HOURS OF 8AM-8PM, MONDAY THROUGH FRIDAY.

IF YOU BELIEVE THAT THE COURTS'S RECORDS ARE IN ERROR, PLEASE PRESENT ANY EVIDENCE (PROOF) IN YOUR POSSESSION THAT WOULD SUPPORT YOUR COMPLIANCE WITH THE COURT'S ORDER.

WARNING: IF YOU FAIL TO PAY ALL FINES AND COURT COSTS WITHIN THE NEXT THIRTY (30) DAYS FROM THE DATE OF THIS NOTICE, A CAPIAS PRO FINE WARRANT WILL BE ISSUED FOR YOUR ARREST.

BARBARA E. HARTLE
Director and Presiding Judge

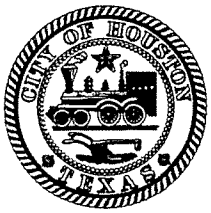
Exhibit 4

DKT320950327

NOTICE_MCA-DPSCS

CITY OF HOUSTON

Municipal Courts Department
1400 Lubbock, Houston, TX 77002-0311
713-837-0311
Forwarding Service Requested

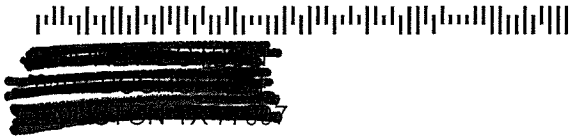


Annise D. Parker
Mayor

Barbara E. Hartle
Director and Presiding Judge
1400 Lubbock, Room 214
Houston, Texas 77002

T. 713.837.0311
TDD 713.247.8591
www.houstontx.gov

P25PVT00200001 -149076631



August 09, 2012

CAUSE NO. [redacted]

THE STATE OF TEXAS
VS
[redacted]

IN THE MUNICIPAL COURTS
CITY OF HOUSTON
HARRIS COUNTY, TEXAS

ORDER TO SHOW CAUSE
DEFERRED DISPOSITION NON-COMPLIANCE

THE RECORDS IN THIS CASE REFLECT THAT YOU HAVE FAILED TO COMPLY WITH THE TERMS OF YOUR DEFERRED DISPOSITION ORDER.

THEREFORE, YOU ARE HEREBY ORDERED TO APPEAR BEFORE MUNICIPAL COURT NO. 1 (LUBBOCK), HOUSTON, TEXAS AT 6:30 PM ON September 05, 2012. THIS IS NOT AN EXTENSION OF TIME TO COMPLETE THE COMPLIANCE REQUIREMENTS. IT IS TIME TO EXPLAIN WHY YOU FAILED TO COMPLY WITH THE TERMS OF YOUR DEFERRED DISPOSITION AS ORDERED BY THE JUDGE.

IF YOU FEEL THE COURT'S RECORDS ARE IN ERROR, BRING WITH YOU ALL EVIDENCE, (RETURN RECEIPT CARD, RECEIPTS FROM MUNICIPAL COURTS, CORRESPONDENCE WITH MUNICIPAL COURTS, COPIES OF DSC COMPLETION CERTIFICATE FROM DRIVING SCHOOL, OR PROOF OF INSURANCE) AND ANY OTHER PROOF THAT YOU MAY POSSESS, THAT WOULD EXPLAIN YOUR SIDE OF THE STORY TO THE JUDGE. AT THIS HEARING YOU MUST CONVINCE THE JUDGE THAT THE COURT'S RECORDS ARE IN ERROR AND THAT YOU HAVE COMPLIED WITH ALL THE TERMS OF YOUR DEFERRED DISPOSITON ORDER. IF THE JUDGE DOES NOT ACCEPT YOUR EXPLANATION, THE OFFENSE WILL BE REPORTED AS A CONVICTION ON YOUR DRIVING RECORD.

IF YOU AGREE WITH THE COURT'S RECORDS AND YOU ACKNOWLEDGE THAT YOU DID NOT COMPLY WITH THE TERMS OF YOUR DEFERRED DISPOSITON AS ORDERED BY THE JUDGE, YOU DON'T HAVE TO COME TO THIS HEARING, THE OFFENSE WILL BE REPORTED AS A CONVICTION ON YOUR DRIVING RECORD.

IF YOU FAIL TO APPEAR ON THIS DATE AND TIME, THE OFFENSE WILL BE REPORTED AS A CONVICTION ON YOUR DRIVING RECORD WHICH MAY RESULT IN THE ASSESSMENT OF A SURCHARGE AND DENIAL OF THE RENEWAL OF YOUR DRIVER'S LICENSE WITH THE TEXAS DEPARTMENT OF PUBLIC SAFETY.

THIS SHOW CAUSE HEARING CANNOT BE HEARD OVER THE TELEPHONE OR BY MAIL.

BARBARA E. HARTLE
PRESIDING JUDGE.

Exhibit 5

DKT320783496

Houston Municipal Courts
Municipal Courts Department
1400 Lubbock, Houston, TX 77002-0311
713-837-0311
Forwarding Service Requested

TO THE PARENT OR GUARDIAN OF:

P25PVW00200001 -149076773

[redacted]

HOUSTON MUNICIPAL COURTS
SUMMONS
Arraignment

ARJ1 [redacted]

Make/Model License # State

DOB: [redacted]

DEAR PARENT OR GUARDIAN,

STATE LAW PRECLUDES ACCEPTANCE OF A GUILTY PLEA FROM A JUVENILE EXCEPT IN THE PRESENCE OF A JUDGE, AND REQUIRES BOTH THE JUVENILE AND HIS/HER PARENT OR GUARDIAN TO APPEAR IN COURT IN PERSON TO ENTER A PLEA. YOU ARE HEREBY SUMMONED TO APPEAR IN COURT WITH THE DEFENDANT AS FOLLOWS:

Location: **20 NORTH COMMAND**
9455 WEST MONTGOMERY ROAD HOUSTON, TX
Date: **08/30/2012** Time: **9:00 AM**

AT THIS TIME A PLEA WILL BE ENTERED IN THE CASE OF
THE STATE OF TEXAS VS.
ON THE FOLLOWING CHARGE(S):

Ticket Number	Offense Date	Offense Description	Case Number	Fine, Costs and Fees
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

	Total Due
	[redacted]

FAILURE TO APPEAR IN COURT WILL RESULT IN ISSUANCE OF A **WARRANT OF ARREST** AND THE FILING OF AN ADDITIONAL CHARGE OF FAILURE TO APPEAR. IT MAY RESULT IN THE DENIAL OF THE DEFENDANT'S DRIVER'S LICENSE AND VEHICLE REGISTRATION RENEWAL. IF YOU HAVE HIRED AN ATTORNEY YOU MAY WISH TO CONSULT HIM FOR ADDITIONAL INFORMATION.

THE DEFENDANT'S SOCIAL SECURITY NUMBER MUST BE MADE AVAILABLE TO COURT PERSONNEL AT THE TIME OF APPEARANCE.

THIS MATTER CANNOT BE HANDLED OVER THE TELEPHONE OR THROUGH THE MAIL.

APPROPRIATE DRESS AND DECORUM ARE REQUIRED AT ALL TIMES IN THE COURTROOM: PERSONS WEARING SHORTS AND/OR TANK TOPS WILL NOT BE PERMITTED TO APPROACH THE JUDGE AND WILL BE GIVEN A NEW APPEARANCE DATE.

THANK YOU,
HOUSTON MUNICIPAL COURTS

Exhibit 6

DKT320949378

Houston Municipal Courts
Municipal Courts Department
1400 Lubbock, Houston, TX 77002-1553
713-837-0311

JUVENILE APPEARANCE REQUIREMENTS

PENAL CODE AND CITY ORDINANCE VIOLATIONS, INCLUDING TRAFFIC TICKETS - If the defendant is a juvenile (under 17 years of age) and has been charged with a Penal Code or City Ordinance Violation, state law requires that he/she appear in court with a parent or legal guardian. The fine **cannot** be pre-paid. A juvenile who fails to appear in court on or before the date and time indicated on his/her ticket may have his/her driver's license suspended.

ALCOHOL OFFENSES - If the defendant is under the age of 18 and has been charged with public intoxication, minor in possession or an alcoholic beverage, consuming an alcoholic beverage, or attempting to purchase an alcoholic beverage, state law requires that he/she appear in court. The fine **cannot** be pre-paid.

TOBACCO OFFENSES - If the defendant is under the age of 18 and has been charged with possession of tobacco, consuming or accepting a tobacco product, or purchasing a tobacco product, state law requires that he/she appear in court. The fine **cannot** be pre-paid.

Exhibit 7

Exhibit 8

CITY OF HOUSTON
Municipal Courts
1400 Lubbock
Houston, TX 77002

PRESORTED
FIRST CLASS MAIL
US POSTAGE PAID
HOUSTON, TX
PERMIT NO. 7416

Return Service Requested

P25PVF00200001-149076270

[redacted]

WARRANT NOTICE

X Reference No: [redacted] Fine/Court costs amount: [redacted]

CITY OF HOUSTON
Municipal Courts
1400 Lubbock
Houston, TX 77002

PRESORTED
FIRST CLASS MAIL
US POSTAGE PAID
HOUSTON, TX
PERMIT NO. 7416

Return Service Requested

P25PVF00200002-149076271

[redacted]

WARRANT NOTICE

X Reference No: [redacted] Fine/Court costs amount: [redacted]

CITY OF HOUSTON
Municipal Courts
1400 Lubbock
Houston, TX 77002

PRESORTED
FIRST CLASS MAIL
US POSTAGE PAID
HOUSTON, TX
PERMIT NO. 7416

Return Service Requested

P25PVF00200003-149076272

[redacted]

WARRANT NOTICE

X Reference No: [redacted] Fine/Court costs amount: [redacted]

CITY OF HOUSTON
Municipal Courts
1400 Lubbock
Houston, TX 77002

PRESORTED
FIRST CLASS MAIL
US POSTAGE PAID
HOUSTON, TX
PERMIT NO. 7416

Return Service Requested

P25PVF00200004-149076273

[redacted]

WARRANT NOTICE

X Reference No: [redacted] Fine/Court costs amount: [redacted]

Exhibit 9

PLACE
STAMP
HERE

CITY OF HOUSTON MUNICIPAL COURTS
PUBLIC SERVICES DIVISION
PO BOX 4996
HOUSTON TX 77210-4996

Houston Municipal Courts
Municipal Courts Department
1400 Lubbock, Houston, TX 77002-0311
713-837-0311
Forwarding Service Requested

Annise D. Parker
Mayor

Charlotte Lang Booker, J.D.
Deputy Director and
Clerk of the Court
1400 Lubbock
Houston, Texas 77002
www.houstontx.gov

T. 713.837.0311
TDD 713.247.8591

P25PVG00200001-149076487

[redacted]

August 09, 2012

CAUSE NO. [redacted]

THE STATE OF TEXAS
VS
[redacted]
DOB: [redacted]

IN THE MUNICIPAL COURTS
CITY OF HOUSTON
HARRIS COUNTY, TEXAS

DISPOSITION CONFERENCE SETTING

COURT NO: 1 (LUBBOCK)
1400 LUBBOCK HOUSTON, TX 77002

THE RECORDS IN THIS CASE REFLECT THAT YOU HAVE FAILED TO COMPLY WITH YOUR APPLICATION TO TAKE A COURT ORDERED DRIVING SAFETY COURSE.

EITHER YOU WERE INELIGIBLE TO TAKE DRIVING SAFETY COURSE (DSC) WHEN YOU REQUESTED IT BECAUSE YOUR DRIVING RECORD INDICATES YOU HAVE PREVIOUSLY REQUESTED IT, YOUR DRIVING RECORD INDICATES YOU HAVE PREVIOUSLY TAKEN A COURSE WITHIN ONE YEAR OF THE OFFENSE CURRENTLY BEFORE THE COURT, YOU ARE THE HOLDER OF A COMMERCIAL DRIVER'S LICENSE OR BECAUSE YOU HAVE NOT SUBMITTED ALL OF THE NECESSARY DOCUMENTS TO HAVE THE COURT PROPERLY DISPOSE OF THIS CASE.

THEREFORE, YOU ARE HEREBY ORDERED TO APPEAR BEFORE MUNICIPAL COURT NO. **1 (LUBBOCK)** HOUSTON, TEXAS AT **6:30 PM** ON **September 10, 2012**

THIS IS NOT AN EXTENSION OF TIME TO TAKE THE COURSE OR TO GET A DRIVING RECORD. IT IS TIME TO EXPLAIN WHY YOU FAILED TO SUBMIT TO THE COURT PROOF THAT YOU TOOK THE COURSE AND A COPY OF YOUR DRIVING RECORD FROM DPS BEFORE YOUR DEADLINE DATE OR WHY YOUR DOCUMENTS SHOULD BE ACCEPTED AS SUBMITTED. IF YOU HAVEN NOT TAKEN THE COURSE, DO NOT GO AND TAKE IT. THE JUDGE MAY NOT ACCEPT IT.

IF YOU FEEL THE COURT'S RECORDS ARE IN ERROR, AND YOU DID SUBMIT PROOF THAT YOU TOOK THE COURSE AND A COPY OF YOUR DRIVING RECORD FROM DPS, BRING WITH YOU ALL EVIDENCE (RETURN RECEIPT CARD, RECEIPTS FROM MUNICIPAL COURTS, CORRESPONDENCE WITH MUNICIPAL COURTS, COPIES OF DSC COMPLETION, THE CERTIFICATE FROM THE DRIVING SCHOOL) AND ANY OTHER PROOF THAT YOU MAY POSSESS, THAT WOULD EXPLAIN YOUR SIDE OF THE STORY TO THE JUDGE. AT THIS HEARING YOU MUST CONVICE THE JUDGE THAT THE COURT RECORDS ARE IN ERROR AND THAT YOU DID COMPLY BEFORE THE DEADLINE DATE AND THAT A FINE IS NOT DUE. IF THE JUDGE DOES NOT ACCEPT YOUR EXPLANATION, A FINE OF $175.00 WILL BE DUE.

IF YOU AGREE WITH THE COURT'S RECORDS AND YOU ACKNOWLEDGE THAT YOU DID NOT SUBMIT PROOF THAT YOU TOOK THE DRIVING SAFETY COURSE AND A COPY OF YOUR DRIVING RECORD FROM DPS BEFORE YOUR DEADLINE OR THAT YOU IN FACT WERE INELEGIBLE TO TAKE DSC, A FINE OF $175.00 IS NOW DUE. YOU CAN MAIL IT TO THE MUNICIPAL COURTS, 1400 LUBBOCK, HOUSTON, TEXAS 77002 OR COME AND PAY IN PERSON. IF YOU PAY YOUR FINE BEFORE THIS HEARING DATE, YOU DON'T HAVE TO COME TO THIS HEARING.

IF YOU FAIL TO APPEAR ON THIS DATE AND TIME OR FAIL TO PAY YOUR FINE, A CAPIAS PRO FINE (WARRANT) WILL BE ISSUED FOR YOUR ARREST. FAILURE TO APPEAR OR FAILURE TO PAY MAY RESULT IN: 1) DENIAL OF THE RENEWAL OF YOUR DRIVER'S LICENSE; 2) DENIAL OF YOUR REGISTRATION OF ANY MOTOR VEHICLE.

THIS SHOW CAUSE HEARING CANNOT BE HEARD OVER THE TELEPHONE OR BY MAIL.

Exhibit 10

PRESIDING JUDGE.

Houston Municipal Courts
Municipal Courts Department
1400 Lubbock, Houston, TX 77002-0311
713-837-0311
Forwarding Service Requested

Annise D. Parker
Mayor

Charlotte Lang Booker, J.D.
Deputy Director and
Clerk of the Court
1400 Lubbock
Houston, Texas 77002
www.houstontx.gov

T. 713.837.0311
TDD 713.247.8591

P25PVG00200002-149076488

[redacted]

August 09, 2012

CAUSE NO. [redacted]

THE STATE OF TEXAS
VS
[redacted]
DOB: [redacted]

IN THE MUNICIPAL COURTS
CITY OF HOUSTON
HARRIS COUNTY, TEXAS

DISPOSITION CONFERENCE SETTING

COURT NO: 1 (LUBBOCK)
1400 LUBBOCK HOUSTON, TX 77002

THE RECORDS IN THIS CASE REFLECT THAT YOU HAVE FAILED TO COMPLY WITH YOUR APPLICATION TO TAKE A COURT ORDERED DRIVING SAFETY COURSE.

EITHER YOU WERE INELIGIBLE TO TAKE DRIVING SAFETY COURSE (DSC) WHEN YOU REQUESTED IT BECAUSE YOUR DRIVING RECORD INDICATES YOU HAVE PREVIOUSLY REQUESTED IT, YOUR DRIVING RECORD INDICATES YOU HAVE PREVIOUSLY TAKEN A COURSE WITHIN ONE YEAR OF THE OFFENSE CURRENTLY BEFORE THE COURT, YOU ARE THE HOLDER OF A COMMERCIAL DRIVER'S LICENSE OR BECAUSE YOU HAVE NOT SUBMITTED ALL OF THE NECESSARY DOCUMENTS TO HAVE THE COURT PROPERLY DISPOSE OF THIS CASE.

THEREFORE, YOU ARE HEREBY ORDERED TO APPEAR BEFORE MUNICIPAL COURT NO. **1 (LUBBOCK)** HOUSTON, TEXAS AT **6:30 PM** ON **September 10, 2012**

THIS IS NOT AN EXTENSION OF TIME TO TAKE THE COURSE OR TO GET A DRIVING RECORD. IT IS TIME TO EXPLAIN WHY YOU FAILED TO SUBMIT TO THE COURT PROOF THAT YOU TOOK THE COURSE AND A COPY OF YOUR DRIVING RECORD FROM DPS BEFORE YOUR DEADLINE DATE OR WHY YOUR DOCUMENTS SHOULD BE ACCEPTED AS SUBMITTED. IF YOU HAVEN NOT TAKEN THE COURSE, DO NOT GO AND TAKE IT. THE JUDGE MAY NOT ACCEPT IT.

IF YOU FEEL THE COURT'S RECORDS ARE IN ERROR, AND YOU DID SUBMIT PROOF THAT YOU TOOK THE COURSE AND A COPY OF YOUR DRIVING RECORD FROM DPS, BRING WITH YOU ALL EVIDENCE (RETURN RECEIPT CARD, RECEIPTS FROM MUNICIPAL COURTS, CORRESPONDENCE WITH MUNICIPAL COURTS, COPIES OF DSC COMPLETION, THE CERTIFICATE FROM THE DRIVING SCHOOL) AND ANY OTHER PROOF THAT YOU MAY POSSESS, THAT WOULD EXPLAIN YOUR SIDE OF THE STORY TO THE JUDGE. AT THIS HEARING YOU MUST CONVICE THE JUDGE THAT THE COURT RECORDS ARE IN ERROR AND THAT YOU DID COMPLY BEFORE THE DEADLINE DATE AND THAT A FINE IS NOT DUE. IF THE JUDGE DOES NOT ACCEPT YOUR EXPLANATION, A FINE OF $175.00 WILL BE DUE.

IF YOU AGREE WITH THE COURT'S RECORDS AND YOU ACKNOWLEDGE THAT YOU DID NOT SUBMIT PROOF THAT YOU TOOK THE DRIVING SAFETY COURSE AND A COPY OF YOUR DRIVING RECORD FROM DPS BEFORE YOUR DEADLINE OR THAT YOU IN FACT WERE INELEGIBLE TO TAKE DSC, A FINE OF $175.00 IS NOW DUE. YOU CAN MAIL IT TO THE MUNICIPAL COURTS, 1400 LUBBOCK, HOUSTON, TEXAS 77002 OR COME AND PAY IN PERSON. IF YOU PAY YOUR FINE BEFORE THIS HEARING DATE, YOU DON'T HAVE TO COME TO THIS HEARING.

IF YOU FAIL TO APPEAR ON THIS DATE AND TIME OR FAIL TO PAY YOUR FINE, A CAPIAS PRO FINE (WARRANT) WILL BE ISSUED FOR YOUR ARREST. FAILURE TO APPEAR OR FAILURE TO PAY MAY RESULT IN: 1) DENIAL OF THE RENEWAL OF YOUR DRIVER'S LICENSE; 2) DENIAL OF YOUR REGISTRATION OF ANY MOTOR VEHICLE.

THIS SHOW CAUSE HEARING CANNOT BE HEARD OVER THE TELEPHONE OR BY MAIL.

Exhibit 11

PRESIDING JUDGE.

Exhibit 12

CITY OF HOUSTON
Municipal Courts
1400 Lubbock
Houston, TX 77002

PRESORTED
FIRST CLASS MAIL
US POSTAGE PAID
HOUSTON, TX
PERMIT NO. 7418

Return Service Requested

P265GB00200001 -150485047

[redacted]

Warrant Warning

DOB: [redacted] X Reference No: [redacted] Amount Owed: [redacted]

CITY OF HOUSTON
Municipal Courts
1400 Lubbock
Houston, TX 77002

PRESORTED
FIRST CLASS MAIL
US POSTAGE PAID
HOUSTON, TX
PERMIT NO. 7418

Return Service Requested

P265GB00200002 -150485048

[redacted]

Warrant Warning

DOB: [redacted] X Reference No: [redacted] Amount Owed: [redacted]

CITY OF HOUSTON
Municipal Courts
1400 Lubbock
Houston, TX 77002

PRESORTED
FIRST CLASS MAIL
US POSTAGE PAID
HOUSTON, TX
PERMIT NO. 7418

Return Service Requested

P265GB00200003 -150485049

[redacted]

Warrant Warning

DOB: [redacted] X Reference No: [redacted] Amount Owed: [redacted]

CITY OF HOUSTON
Municipal Courts
1400 Lubbock
Houston, TX 77002

PRESORTED
FIRST CLASS MAIL
US POSTAGE PAID
HOUSTON, TX
PERMIT NO. 7418

Return Service Requested

P265GB00200004 -150485050

[redacted]

Warrant Warning

DOB: [redacted] X Reference No: [redacted] Amount Owed: [redacted]

CITY OF HOUSTON

Municipal Courts
1400 Lubbock, Houston, TX 77002-0311
(713)837-0311 TDD Hearing Impaired (713) 247-8591
website: http://www.houstontx.gov/courts/

Annise D. Parker
Mayor

Barbara E. Hartle
Director and Presiding Judge
1400 Lubbock, Room 214
Houston, Texas 77002

T. 713.837.0311
TDD 713.247.8591
www.houstontx.gov

P25PVV00200001-149076779

[redacted]

Arraignment Reminder Notice

08/09/2012

Dear [redacted]

This notice serves to remind you that you are scheduled for an ARRAIGNMENT as follows:

Location: **14 (MYKAWA)**
8300 MYKAWA HOUSTON, TX 77048

DATE: 08/14/2012
TIME: 10:00 AM

Ticket Number	Offense Date	Offense Description	Case Number	Amount Due
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

YOUR OPTIONS (SEE REVERSE FOR EXAMPLES OF AVAILABLE OPTIONS):**

1. Appear in person or request by mail the Driving Safety Course (DSC)
2. Appear in person or request by mail for Deferred Disposition
3. Pay your fine
4. Request Trial by Judge or a Trial by Jury (from arraignment setting only - no trial resets by mail)

PLEASE ACCESS AND SUBMIT THE FULL-SIZE VERSION OF THE FORMS REFLECTED ON REVERSE AND ON CITATION ON-LINE:
http://www.houstontx.gov/courts/

FREQUENTLY ASKED QUESTIONS:

1. **Can I reset my scheduled arraignment date?** NO. You must choose one of the options listed above by mail or in person at any court location prior to scheduled arraignment date.
2. **Do I have to come to court to handle my ticket?** NO. You must request one of the options above by mail prior to your scheduled arraignment date.
3. **Is there a way to get my Moving Violation ticket dismissed?** YES. You have the option of requesting the Driver Safety Course (DSC) or Deferred Disposition (probation). DSC: If you qualify and apply for DSC, comply with all requirements and submit documents in a timely manner, your ticket will be dismissed. DEFERRED DISPOSITION: If you qualify and are approved for Deferred Disposition and comply with all requirements ordered by the Court, your ticket will be dismissed.
4. **Can my case be dismissed by submitting proof?** YES. The types of cases eligible for post-compliance are outlined on the back of this letter. Check the details provided on the back of this letter to see if your type of case is listed. You must submit the required proof and administrative fee for our violation on or before your scheduled arraignment date.
5. **Can I request Driving Safety Course (DSC) in the mail to get my ticket dismissed?** YES. Please see the MANDATORY/DISCRETIONARY DSC APPLICATION provided on the back of this letter.
6. **What if I have already taken DSC in the past 12 months?** You may submit a request to be considered for DISCRETIONARY DSC and get special permission from the Court to allow you to take it again. See DSC application provided on the back of this letter and select the "DISCRETIONARY" option.
7. **Can I request Deferred Disposition in the mail to get my ticket dismissed?** YES. See application for Deferred Disposition provided on the back of this letter.
8. **How can I pay my fine?** You can pay your fines by telephone, by mail, by credit card or by Western Union. See instructions on the back of this letter.
9. **Can I ask for a payment plan to pay out my fines over time?** YES. You must appear in person at any of our six court locations on or before your arraignment date. Please be prepared to make a partial payment on this day.
10. **Can I plead not guilty through the mail?** YES. Please see the form on the reverse. Please note that your case may not be tried on your first jury trial date and may require another setting.

IMPORTANT:
ANY FINES OR CORRESPONDENCE SENT TO THE COURT MUST BE POSTMARKED/RECEIVED PRIOR TO YOUR COURT DATE

ALL MAIL SHOULD BE ADDRESSED TO:
City of Houston Municipal Courts, P.O. Box 4996, Houston, Texas 77210-4996

Exhibit 13

MANDATORY/DISCRETIONARY DSC/MOTC APPLICATION
(NO CDL HOLDER OR SPEEDING IN CONSTRUCTION ZONE CASES QUALIFY)

I hereby waive my right to a trial by jury and plead:

_____ GUILTY _____ NO CONTEST

I am submitting ALL of the following documents to the address shown below:

____ A PHOTOCOPY OF MY CURRENT AUTO LIABILITY POLICY

____ A PHOTOCOPY OF MY VALID TEXAS** DRIVERS LICENSE
** *(MILITARY EXEMPTION: Active military, their spouses and dependents)*

____ A CREDIT CARD (see "Payments by Mail" under Paying Before Your Court Date) CHECK, MONEY ORDER, OR CASHIERS CHECK MADE OUT TO THE "CITY OF HOUSTON" IN THE AMOUNT OF:

PLEASE CHECK ONE OF THE FOLLOWING:

☐ *MANDATORY DSC/MOTC FEES*
$112.10 Moving Violation
$137.10 School Zone Moving Violation

☐ *DISCRETIONARY DSC/MOTC FEES*
$152.10 Moving Violation
$177.10 School Zone Moving Violation

____THIS COMPLETED AND SIGNED DSC/MOTC APPLICATION

IF THIS DSC/MOTC APPLICATION IS RECEIVED BEFORE
YOUR COURT DATE YOU DO NOT HAVE TO APPEAR IN COURT

Citation Number: _____

Description of violation: _____

Name (First, MI, Last): _____

Telephone Number: _____ Date of Birth (MM/DD/YYYY): ____/____/_____

Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____ Date MM/DD/YYYY): ____/____/_____

REQUESTING DEFERRED DISPOSITION

Deferred Disposition is a suspended sentence. Deferred Disposition will avoid points against your license. You must request approval for Deferred Disposition on or before your arraignment date by mail or in person. Upon your plea of guilty or no contest, the Court will defer a finding of guilt, assess court costs, and order that you post a bond and comply with certain conditions. If you successfully comply with the terms, your case will be dismissed and the bond money applied to a special expense fee. If you fail to comply with the terms, a judgment will be imposed, a conviction will be reported to DPS, and the bond money will be applied to the fine.

IMPORTANT: IF YOU ARE UNDER THE AGE OF 25 YOU WILL BE ORDERED TO TAKE A DRIVING SAFETY COURSE AS CONDITION OF DEFERRED DISPOSITION.

YOU ARE NOT ELIGIBLE FOR DEFERRED DISPOSITION IF:

- You hold a Commercial Drivers License (CDL)
- You commit an offense in a construction zone with workers present

REQUEST BY MAIL:
Your application by mail will be reviewed and you will be notified by mail if your request for Deferred Disposition is granted and the terms of your probation will be provided.

There are certain cases which require you to appear in person to request Deferred Disposition. Requests by mail will NOT BE ACCEPTED for the following offenses:

- Speeding 26 miles per hour or more over the posted speed limit**
- Passing a school bus**
- No liability insurance**
- Non-traffic cases**
- Juvenile cases (must appear in person with a parent or guardian) **

** You may apply for Deferred Disposition for these offenses in person prior to your scheduled court date at any court location or on your scheduled court date/time. Bond amounts are set by the court and may vary.

IF YOU QUALIFY FOR DEFERRED DISPOSITION PLEASE SUBMIT THE FOLLOWING:

1. Copy of your valid Driver's License
2. Copy of current proof of insurance
3. Payment of court costs and bond in the amount of:
   $212 Non-accident traffic cases
   $252 Non-accident school zone cases
   $217 Speeding 15 miles per hour or less than the posted speed limit
   $252 Speeding 16 to 25 miles per hour over posted speed limit
   $277 accident cases
4. Signed Deferred Disposition application (below)

PLEA OF "NOT GUILTY" BY MAIL

You have the right to a jury trial, unless you waive that right and request a trial by judge. By setting your case for trial, you are giving up your right to require that your case be dismissed through a mandatory Driving Safety Course (DSC).

If you wish to set your case for trial, please check one of the following options below, complete the information requested and sign the form.

_____ I plead "NOT GUILTY," waive my right to a jury trial and request a trial by judge.
_____ I plead "NOT GUILTY," and request a jury trial.

Citation Number: _____

Description of Violation(s): _____

Name (Please Print): _____
(First) (M.I.) (Last)

Telephone Number: _____ _____ Date of Birth ____/____/_____
(Area Code) Number MM / DD / YYYY

Address: _____ Cty: _____ State: ____ Zip: _____

Signature: _____ Date: ____/____/_____
MM / DD / YYYY

DEFERRED DISPOSITION APPLICATION

I wish to apply for deferred disposition. I give up my right to a jury trial and plead:

_____ GUILTY _____ NO CONTEST

Citation Number: _____

Description of violation: _____

Name (First, MI, Last): _____

Telephone Number: _____ Date of Birth (MM/DD/YYYY): ____/____/_____

Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____ Date (MM/DD/YYYY): ____/____/_____

PAYING BEFORE YOUR COURT DATE

The City of Houston Municipal Courts accepts payments in cash, check, money order, ATM debit card, and credit card (American Express, Visa, MasterCard and Discover).

We offer five options for paying your ticket(s) detailed below:

1) **Online Payments**: With your ticket number you can visit www.texasonline.state.tx.us to make payment with a credit card. All online payments require a $5.00 processing fee. Payments are updated and posted to your account within 24-72 hours.

2) **Payment by Phone**: Call our One Call Solution Center: 3-1-1 or 713-837-0311 to make payment by phone with a credit card. Be prepared to provide your name, date of birth, driver's license number and/or ticket number. Payments are posted to your account immediately.

3) **Payments by Mail**: Municipal Courts accepts check, credit card, and money order payments by mail. All payments can be made payable to City of Houston and mailed to: P.O. Box 4996, Houston, Texas, 77210-4996. On a separate sheet of paper provide name of credit card, credit card number, expiration date, name on credit card, your name, signature, your street address, city, state and zip, home phone and work phone number.

4) **Western Union Payments**: You may make a payment by using Western Union's "Quick Collect" delivery service. Dial 1-800-325-6000 for the nearest Western Union location. Bring your ticket notice with you and complete a BLUE Quick Collect form. Pay cash to the Western Union agent and provide the following information: Pay to: City of Houston Municipal Courts/Code City: Ticket, State: TX, Citation #. Your Western Union payment will be delivered to the Court and applied within 24-hours.

5) **Paying in Person**: Payments in person are accepted at any of our six locations. Please provide your full name, date of birth, drivers' license number, and/or ticket number to the clerk to complete payment.

Municipal Courts Building**
1400 Lubbock
Public Service Counter
Monday-Saturday: 7am to 10pm**

Southeast Command Station**
E.J. Stringfellow Command Station
8300 Mykawa
Monday - Friday: 8am to 5pm**

Westside Command Station**
3203 South Dairy Ashford
Monday - Friday: 8am to 9pm**

North Command Station**
9455 W. Montgomery Road
Monday - Friday: 8am to 5pm**

Kingwood Annex Court**
3915 Rustic Woods
Wednesdays: 8am to 7pm**

Clear Lake Annex Court**
Clear Lake Substation
2855 Bay Area Blvd
Thursdays: 8am to 5pm**

*****ALL COURT LOCATIONS ARE CLOSED FROM 12:00 NOON - 1:00 P.M.***

DISMISSAL OF VIOLATIONS BY POST- COMPLIANCE ACTION

In Person: You may present the required proof of compliance for the violations listed below prior to your scheduled Court date at any of the City of Houston Court locations (see above). You may also present the required proof of compliance at your scheduled court setting. Please note that you will be required to pay a dismissal fee for certain violations outlined below.

By Mail: You may submit a copy of your ticket along with your compliance documents by mail prior to your scheduled court date. Please note that you may be required to submit a payment along with your proof for certain violations outlined below. Compliance documents and payment of applicable fees outlined below (check or money order) must be mailed to the address shown below.

VIOLATIONS ELIGIBLE FOR POST-COMPLIANCE ***(If the proof submitted is sufficient and the administrative fee is paid, your case will/may be dismissed)***

Insurance: Submit a photocopy of the insurance policy in your name which was valid the day the ticket was issued and a copy of the registration receipt of the vehicle you were driving. You may also submit a photocopy of the insurance policy listing the vehicle that you were driving along with a copy of that vehicle's registration. If the proof submitted is sufficient, your case will be dismissed. If you obtained insurance after the ticket was issued, your case will not be dismissed.

Driver's License Violations:
Failure to Display: Submit a photocopy of your valid Driver's License along with payment of the $10 administrative fee.
No Drivers License: Submit a photocopy of your valid Driver's License along with payment of the $10 administrative fee.
Expired Drivers License: Submit a photocopy of your Texas Driver's License renewal receipt along with payment of the $20 administrative fee.
Failure to Report Name/Address Change: Submit a photocopy of your Texas Driver's License reflecting the corrective action for name/address change along with payment of the $20 administrative fee.
Drivers License Restriction/Endorsement Violation: Submit a photocopy of your Texas Driver's License indicating the removal of the endorsement along with payment of the $10 administrative fee.

Vehicle Inspection Violations:
Expired Less than 60 days: If your inspection sticker was expired less than 60 days prior to receiving the ticket, submit a photocopy of your inspection renewal receipt along with payment of the $20 administrative fee.

Vehicle Registration Violations:
Expired Vehicle Registration: Submit a photocopy of the receipt for the renewal of the vehicle registration along with payment of the $20 administrative fee.
No Front/Rear License Plate Attached: Submit a photograph reflecting the license plate(s) affixed to the vehicle along with payment of the $10 administrative fee.
Altered/Blurred/Obscured License Plate: Submit a photograph of your proof reflecting the corrective action taken along with payment of the $10 administrative fee.

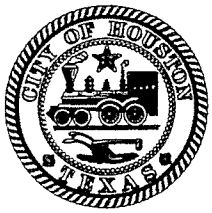
Defective Equipment (Non-commercial vehicles only): Submit a photocopy of receipt of the corrective action for the defective equipment along with payment of the $10 administrative fee.

Exhibit 14

ALL MAIL SHOULD BE ADDRESSED TO:
City of Houston Municipal Courts, P.O. Box 4996, Houston, Texas 77210-4996

CITY OF HOUSTON

Municipal Courts Department
1400 Lubbock, Houston, TX 77002-0311
713-837-0311
Forwarding Service Requested



Annise D. Parker
Mayor

Barbara E. Hartle
Director and Presiding Judge
1400 Lubbock, Room 214
Houston, Texas 77002

T. 713.247.0311
TDD 713.247.8591
www.houstontx.gov

P25Q2Z00200001 -149078930

[redacted]

AUGUST 10, 2012

CAUSE NO. [redacted]

THE STATE OF TEXAS
VS
[redacted]

NOTICE OF CONTINUING OBLIGATION TO APPEAR

WARNING: COURT RECORDS REVEAL THAT BEFORE YOUR 17TH BIRTHDAY, YOU WERE ACCUSED OF A CRIMINAL OFFENSE, AND HAVE FAILED TO MAKE AN APPEARANCE OR ENTER A PLEA IN THIS MATTER. AS AN ADULT, YOU ARE NOTIFIED THAT YOU HAVE A CONTINUING OBLIGATION TO APPEAR IN THIS CASE.

THEREFORE, YOU ARE HEREBY ORDERED TO APPEAR BEFORE MUNICIPAL COURT NO. **12 (LUBBOCK),** HOUSTON, TEXAS AT **09:00 PM** ON **SEPTEMBER 10, 2012.**

IF YOU BELIEVE THAT THE COURT'S RECORDS ARE IN ERROR, PLEASE PRESENT ANY EVIDENCE (PROOF) IN YOUR POSSESSION THAT WOULD SUPPORT YOUR COMPLIANCE WITH THE COURT'S ORDER. IF YOU FAIL TO APPEAR ON THIS DATE AS REQUIRED BY THIS NOTICE, AN ADDITIONAL OFFENSE OF *FAILURE TO APPEAR* MAY BE ISSUED WHICH MAY RESULT IN A WARRANT FOR YOUR ARREST.

THIS SHOW CAUSE HEARING CANNOT BE HEARD OVER THE TELEPHONE OR BY MAIL. IF YOU RECEIVE MULTIPLE LETTERS FROM OUR COURT REGARDING OTHER CASES, PLEASE BRING THOSE LETTERS TO COURT WITH YOU AND ADVISE THE JUDGE OF THE ADDITIONAL CASES.

BARBARA E. HARTLE
Director and Presiding Judge

Exhibit 15

DKT320966390

Exhibit 16

CITY OF HOUSTON

Public Works & Engineering Department

Sign Administration • 2301/2000/2000060011
P.O. Box 2688
Houston, Texas 77252-2688

IMPORTANT MATERIAL ENCLOSED

EXAMPLE envelope for PDS