

STEPS TO REQUEST A DRIVER'S SAFETY COURSE ONLINE

1. ON THE CITY OF SPRING VALLEY VILLAGE WEBSITE select the Municipal Court (under departments of the main page or in a sub-link when searching on a browser).
2. ONCE AT THE MUNICIPAL COURT MAIN PAGE, scroll to the bottom of the main page.
 - a. At the bottom of the main page, one can find options such as:
 - i. Driving Safety Course
 - ii. Deferred Disposition
 - iii. Payment Extension
 - b. There are specific details under the Driving Safety Course heading
 - c. Click on the red "online" link that is on the 2nd line under this Driving Safety Course heading (you may also click on the round credit card icon (ONLINE PAYMENTS) at the bottom of the page.
3. On the next page, click on the blue letters that say Municipal Court, this link will take you to a page for viewing your citation.
4. On the following screen is the Search Violation Option.
 - a. Here one enters the citation number and date of birth, then clicks the blue search button.
 - b. The citation will be listed with the options available and the amount due for each option.
5. When choosing the Driving Safety Course option
 - a. One must enter a plea, and
 - b. Click on the blue Continue button.
 - c. Entering a plea may be disturbing, but if the program is successfully complete the plea will be removed and the citation is dismissed.
6. Next, the website will be prompt the user to agree to the Court's terms; upload documents, and make a payment.
7. The documents needed are a Texas Driver's License and proof of insurance.
8. On the following business day the defendant will receive an email which is the Court's approval to take the course. They are given further explanations for their successful completion of the DSC program and for getting their citation dismissed. †