[date]

[Name]

[Address]

[city, state zip]

Dear [name]

YOU ARE HEREBY SUMMONED and required to appear before the East Texas University Student Court upon **[date]** at **[time]** for a hearing regarding citation number **[enter the number used on the Citation Template or remove this reference]** . This citation is for **[legal-sounding name of offense]**, described as **[short description of the offense]**.

If you wish to plead guilty to the offense and pay the associated fine, you may appear in person at the Justice Center and pay a clerk any time during business hours up to 30 minutes prior to your scheduled appearance. *Failure to appear on or before the date and time listed will result in an additional $100 fine.*

If you wish to contest the citation, bring any evidence or witnesses you feel relevant. A lawyer is not necessary, but you may have one present if you wish. Student Court decisions are final and may not be appealed.

If you appear at the summons and successfully contest the citation, the fine will be dropped. If the citation is upheld, be prepared to pay the fine within seven (7) days of the verdict. As a reminder, university rules require all fines be paid before students are allowed to register for classes the following semester or before receiving a diploma.

Sincerely,

Dean of Students