

Courtroom instructions

- Weapons are not permitted in the Municipal Court Building.
- Sit quietly in the courtroom whenever court is in session.
- When addressing the Judge, do not lean on the bench.
- Food and drinks are not allowed in the courtroom.
- Wear suitable clothing to court. It is inappropriate to enter the courtroom unless you are wearing at least a shirt, pants and shoes.
- Hats should be removed before entering the courtroom.
- Cell phones and electronic devices must be turned off while in the courtroom.

Appearance

The law requires you to make an appearance in your case. Your appearance date is noted on your citation or summons. You or your attorney may appear in person in open court, by mail, or in person to the court. Your first appearance is to determine your plea. If you waive a jury trial and plead guilty or nolo contendere (no contest), you may present extenuating circumstances for the judge to consider when determining the proper judgment. However, the judge is not required to reduce your fine. If you plead not guilty, the court will schedule a pre-trial and the court will notify you of the date of your pre-trial.

Pleas

Plea of Not Guilty

- A plea of not guilty means that you deny guilt and require the State to prove the charge at trial.

Plea of Guilty

- By a plea of guilty, you admit that you committed the criminal offense charged.

Plea of Nolo Contendere (no contest)

- A plea of nolo contendere means that you do not contest the State's charge against you.

Fines, Costs and Fees

Since costs vary for different offenses, check with the court for the amount of costs that will be assessed for the violation with which you are charged. If you request a jury trial and are convicted, a \$3 jury fee is assessed. If a warrant was served or processed, a \$50 warrant fee is also assessed. If you do not pay the whole fine and costs within 31 days of the court's judgment, you must pay an additional \$25 timepayment fee. If you are unable to pay the entire fine and costs, you should be prepared to document and explain your financial situation.

Judge's Ability to Dismiss

The municipal judge is responsible for conducting a fair, impartial, and public trial. The case against you is brought by the State of Texas through the prosecutor, not the court. Therefore, the judge may not dismiss a case without the prosecutor having the right to try the case. There are several exceptions to this rule, including deferred disposition, driving safety courses, and compliance dismissals.

Pre-trial Hearing

A pre-trial is a meeting between the defendant and the city prosecutor and typically held once a month. You will be notified by our office when these dates are set.

Trials

You have the following rights in court:

- The right to call witnesses to testify in your behalf.
- The right to cross-examine witnesses who testify against you.
- The right to have your case heard before a jury if you so desire.
- The right to hear all testimony introduced against you.
- The right to not testify.
- The right to testify in your own behalf.
- The right to inspect the complaint before trial, and have it read to you at the trial.

Court Personnel

- Alan D. Conner - Judge
- Jennifer Billings - Court Administrator
- Shawna Pafford - Court Clerk
- Brittni Vestal - Court Clerk
- Kenna Noack - Deputy Clerk
- Julian Cruz - Warrant Officer/Bailiff
- Brandon Davis - Prosecutor