

MANOR MUNICIPAL COURT STANDING ORDERS

COMPLIANCE DISMISSALS

IT IS ORDERED that a Clerk may process a case for dismissal in accordance with the requirements outlined in the chart below. If all requirements are met, the Clerk shall forward the case to the Judge for a compliance dismissal. Proof of compliance and fee can be submitted at any time for dismissal only if the defect was remedied in the specified time to comply.

Offense	Time to Comply	Required Conditions	Fee
Expired Vehicle Registration - TC 502.407(b)	Within 20 working days of the offense or before the defendant's initial appearance date, whichever is later.	Must show proof that the registration was renewed and the late penalty was paid to the county assessor-collector.	\$10
Unregistered Motor Vehicle - TC 502.473(d)	Before the defendant's initial appearance date.	Must show proof that the defect was remedied or proof that the vehicle had a registration insignia that was valid at the time of the offense.	\$10
Wrong Registration Insignia Displayed - TC 502.475(c)	Before the defendant's initial appearance date.	Must show proof that the defect was remedied.	\$10
Less Than 2 License Plates Displayed - TC 504.943(d)	Before the defendant's initial appearance date.	Must show proof that the defect was remedied.	\$10
Altered or Obscured License Plate - TC 504.945(d)	Before the defendant's initial appearance date.	Must show proof that the defect was remedied and that the plates displayed at the time of the offense were valid.	\$10
Expired Driver's License - TC 521.026(a)	Within 20 working days of the offense or before the defendant's initial appearance date, whichever is later.	Must show proof that the defect was remedied.	\$10
Failure to Update Address or Name on Driver's License - TC 521.054(d)	Within 20 working days of the offense.	Must show proof that the defect was remedied.	\$10
Violate Driver's License Restriction or Endorsement - TC 521.221(d)	Before the defendant's initial appearance date.	Must show proof that the restriction or endorsement was due to a condition that has been surgically or medically corrected before the date of the offense OR in error and shows proof that the endorsement has been removed.	\$10
Defective Equipment (Non-CMV) - TC 547.004(c)	Before the defendant's initial appearance date.	Must show proof that the defect was remedied.	\$10
Vehicle Not Registered in Texas - TC 548.605(e)	Within 20 working days of the offense or before the defendant's initial appearance date, whichever is later.	Must show proof that the registration was obtained. No late penalty required.	\$10
Expired Disabled Parking Placard - TC 681.013	Within 20 working days of the offense or before the defendant's initial appearance date, whichever is later.	Must show proof that the defect was remedied.	\$10

Signed and Ordered on

April 10, 2018



[Handwritten Signature]

Municipal Court Judge
City of Manor, Texas

Eff.

4/16/18

MANOR MUNICIPAL COURT STANDING ORDERS

PAYMENTS & PAYMENT ARRANGEMENTS

IT IS ORDERED that at any time the Defendant enters an appearance as defined by Standing Order-Appearances, Dockets & Continuances to address their case, any active arrest, capias pro fine, or capias warrant shall be recalled.

Upon appearance, request, and submission of a completed payment application, the Clerk may process a payment plan as outlined below. If the Defendant wishes to submit a request for other payment options or alternatives to payment, the Defendant may submit a request along with a completed payment application to the Judge, can request to be scheduled to speak with the Judge in open court, or appear at the walk-in docket.

If a payment plan is requested, an initial payment of \$50 must be made to begin the payment plan and the minimum monthly payments shall be based on the total due of all applicable cases prior to any initial payments (if any). If the total due is less than \$500, the minimum monthly payment must be at least \$50. If the total due is greater than \$500 the minimum monthly payment must be at least \$100. If the Defendant is unable to pay the minimum monthly amount required, the Defendant may submit a request for a lower monthly payment amount along with a completed payment application to the Judge, can request to speak with the Judge in open court, or appear at the walk-in docket. Any subsequent violations can be incorporated into an existing payment plan that is current, upon request of the Defendant, by preserving the existing due date and adjusting the scheduled monthly payment amount to conform to this Order as applicable.

If unable to pay any amount ordered, the Defendant must appear in open court and may submit any financial documentation that the Defendant feels would be useful to the Judge in deciding the payment amount or alternatives to payment. Examples may include check stubs, current medical bills, tax statements, etc. These items will be returned to the Defendant following review of the Defendant's ability to pay by the Judge.

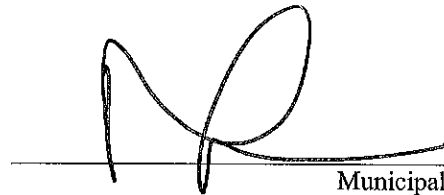
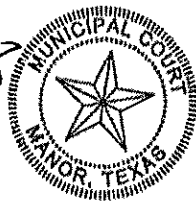
If the Defendant fails to comply with any terms of payment, the Clerk shall schedule the case for a Show Cause Hearing and notify the Defendant of that hearing.

IT IS ORDERED any pre-disposition cases in which the defendant is under 21 years old and involves an offense under Texas Penal Code or Texas Alcohol & Beverage Code must appear in open court, unless otherwise specified by the Judge

IT IS FURTHER ORDERED that if a payment is received by mail and is \$20 more or less than the total amount of a pre-disposition case, the Clerk shall adjust the fine accordingly and process the payment in full. If the payment received is more than \$20 deficient of the total amount of the case, the Clerk shall forward the case to the Judge for review.

Signed and Ordered on

April 10, 2018



Municipal Court Judge
City of Manor, Texas

Eff.

4/10/18

MANOR MUNICIPAL COURT STANDING ORDERS DRIVING SAFETY COURSE

IT IS ORDERED that a request for a Driving Safety Course (DSC) can be processed by the Clerk if the Defendant:

1. Has not taken a DSC within the last 12 months preceding the date of the violation;
2. Has not been charged with an ineligible offense as defined under CCP 45.0511;
3. Enters an appearance as defined by the Standing Order-Appearances, Dockets & Continuances; and
4. Submits by their initial appearance date:
 - a. A plea of no contest or Guilty and request for a DSC;
 - b. Proof of a valid non-CDL Texas driver's license or, if the Defendant is a member, spouse, or dependent child of a member of the US Military Forces, a valid driver's license issued by another State;
 - c. Proof of valid financial responsibility listing the Defendant as a driver on the policy; and
 - d. Payment of the court costs in the amount of \$109.10 (non school zone) or \$134.10 (school zone) as applicable to the offense.

Upon meeting and submitting all requirements stated above by the initial appearance date, the Defendant shall be given 90 days from the date of their request to submit prior to a show cause hearing (as applicable):

1. A sworn affidavit stating that at the time of the request they were not taking or had not taken a DSC within the last 12 months preceding the date of the violation.
2. A court copy of a uniform certificate of completion of DSC approved by the TDLR; and
 - a. The certificate must state the Court name/city and show a completion date after the date of the violation but not after the 90th day of the request.
 - b. The court copy of the certificate can be accepted if sent via email, fax, mail, or in person with or without a signature.
 - c. A DSC course may be taken in lieu of a motorcycle operator's training course or seatbelt safety course.
3. A copy of a Texas driving record, form 3 or 3A, as maintained by the DPS, or, if military, a driving record from the State where their driver's license is issued, if available. The driving record must show that a DSC has not been completed within the last 12 months preceding the date of the violation.

The Clerk shall accept any of the requirements of a DSC and can forward those requirements and submissions to the Judge to review for judgment and/or dismissal.

IT IS FURTHER ORDERED that if a Defendant fails to comply with any requirements of a DSC, the Clerk shall schedule the case for a Show Cause Hearing and notify the Defendant of the date and time of that hearing. The Defendant may also opt pay any balance in full or make payment arrangements in accordance with Standing Order-Payments & Payment Arrangements, resulting in a conviction. The Show Cause Hearing may not be reset by the Clerk without review by the Judge.

If the Defendant fails to appear at their scheduled hearing and a conviction is entered, the Defendant shall be notified that a final conviction has been entered and that they have a 30-day extension to pay the balance (if any) in full or contact the Court for payment arrangements.

Signed and Ordered on

April 10, 2018



Municipal Court Judge
City of Manor, Texas

Eff.

4/10/18

MANOR MUNICIPAL COURT STANDING ORDERS

DEFERRED DISPOSITION

IT IS ORDERED Upon appearance and request, the Clerk may process a Deferred Disposition Order to forward to the Judge for review if the Defendant (1) is not currently on Deferred Disposition; (2) has not been ordered to Deferred Disposition in Manor Municipal Court within the preceding 12 months; and (3) is not prohibited from Deferred Disposition by law, and as outlined below.

- A. **Moving Violations** – The deferral period is for 90 days during which the defendant must:
1. Pay the special expense fee (fine amount at time of request) and court costs;
 2. Not be convicted of any offenses of a similar nature within the City of Manor.
 3. Additional conditions (as applicable):
 - i. If the Defendant was younger than 25 years old at the time of the violation, Defendant must complete a DSC and submit the original court copy of the certificate of completion.
 - ii. If the Defendant holds a provisional DL they are required to present proof that they were reexamined by DPS.
- B. **Non-Moving Traffic Offenses** – The deferral period is for 90 days during which the defendant must:
1. Pay the special expense fee (fine amount at time of request) and court costs; and
 2. Not be convicted of any offenses of a similar nature within the City of New Manor.
- C. **Failure to Maintain Financial Responsibility** – The deferral period is for 90 days during which the defendant must:
1. To be processed by the Clerk, at the time of request the Defendant must submit proof of valid insurance listing the Defendant as a driver on the policy;
 2. Pay the special expense fee (fine amount at time of request) and court costs;
 3. Maintain valid insurance (to be verified at end of deferral period); and
 4. Not be convicted of any offenses of a similar nature within the City of Manor.

IT IS FURTHER ORDERED that if a Defendant fails to comply with any requirements of a deferral, the Clerk shall schedule the case for a Show Cause Hearing and notify the Defendant of the date and time of that hearing. The Show Cause Hearing may not be reset by the Clerk without review by the Judge.

The Defendant may also pay any balance in full or make payment arrangements in accordance with Standing Order-Payments & Payment Arrangements, resulting in a conviction for the offense. If the Defendant fails to appear at their scheduled hearing and a conviction is entered, the Defendant shall be notified that a final conviction has been entered and that they have a 30-day extension to pay the balance (if any) in full or contact the Court for payment arrangements.

Signed and Ordered on

April 10, 2018



Municipal Court Judge
City of Manor, Texas

MANOR MUNICIPAL COURT STANDING ORDERS

ARREST WARRANTS, CAPIAS & CAPIAS PRO FINES

IT IS ORDERED that warrants shall be processed and forwarded to the Judge for review in accordance with the applicable warrant type as outlined below.

Arrest & Capias Warrants – If a Defendant fails to appear for their initial appearance, after they have received the statutorily required notification from the Court of said initial appearance, and the case is pre-disposition, the Clerk shall process the case for an Arrest Warrant or Capias (as applicable) and forward to the Judge for review.

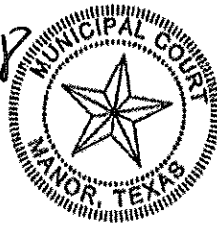
If the Defendant had not received prior notification of their initial appearance, and the case is pre-disposition, the Clerk shall reset the case at least 30 days out and notify the Defendant of that setting. If the Defendant fails to appear after being reset, the Clerk shall process the case for an Arrest Warrant or Capias (as applicable) and forward to the Judge for review.

Capias Pro Fine Warrants – If a Defendant fails to comply with a Court Order or Judgment on a post-disposition case, the Clerk shall set the case on the Show Cause Docket and provide notice to the Defendant by regular mail of the date and time of this setting. If the Defendant fails to appear at the Show Cause Docket, the Clerk shall process the case for a Capias Pro Fine and forward to the Judge for review.

IT IS FURTHER ORDERED that at any time the Defendant enters an appearance as defined by Standing Order-Appearances, Dockets & Continuances to address their case, any active arrest, capias, or capias pro fine warrant shall be recalled.

Signed and Ordered on

April 10, 2018



Municipal Court Judge
City of Manor, Texas

Eff.

4/10/18

MANOR MUNICIPAL COURT STANDING ORDERS

APPEARANCES, DOCKETS & CONTINUANCES

IT IS ORDERED that a Defendant is considered to have entered an appearance if the Defendant submits proof of photo ID, or is able to be identified by the Clerk in person, and submits a request for action on their case, and, if through correspondence, submits a signature (original, electronic, or digital) in conjunction with the other requirements for entering an appearance.

If a citation is filed with the wrong appearance date/time or filed less than 10 days preceding the Initial Appearance date listed on the citation, the Clerk shall schedule the Initial Appearance date/time 15 business days from the original Initial Appearance date listed on the citation and notify the Defendant. This applies to any undeliverable notice in which corrections can be made to resend notice.

IT IS ORDERED that if a Defendant requests to speak with a Judge regarding their case, the Defendant shall be scheduled to appear in open court. If the Defendant wishes to discuss the merits of their case or a possible agreement on their pre-disposition case, the Defendant shall be scheduled on a Pre-Trial Docket to meet with the Prosecutor. The Defendant shall be able to choose one of the next two available dates for the applicable docket.

A Defendant or Defendant's Attorney shall be set on the Pre-Trial Docket to meet with the Prosecutor upon entering a plea of Not Guilty and prior to being scheduled for Jury Trial or Bench Trial. Unless otherwise permitted by the Judge, all pre-trial motions, including motions to suppress evidence, discovery motions, and motions in limine, shall be presented at the Pre-Trial Docket prior to a trial setting. Following the final Pre-Trial Docket setting before trial, the Defendant shall be scheduled on the next available trial date, at least 30 days from the Pre-Trial Docket.

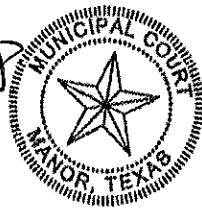
If at any time the Defendant wishes to pay in full or exercise any options in accordance with any applicable standing Order, they may do so.

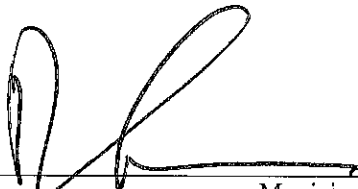
IT IS FURTHER ORDERED the Clerk may reset a scheduled court date (excluding trials by Judge or Jury) at any time, up to one time, upon the submission of a written motion for continuance. Any subsequent motion for continuances must be submitted to the Judge for a ruling.

A motion for continuance filed by the Defendant or the State for a Bench Trial or Jury Trial must be submitted at least 7 days prior to the trial date. The party filing a motion for continuance must provide notice of the motion to the court and to the opposing party. The Clerk may reset a scheduled trial date up to one time for each side without a hearing if the requirements above are met. The Clerk shall notify all affected parties of the ruling and provide notice of a new trial date.

Signed and Ordered on

April 10, 2018




Municipal Court Judge
City of Manor, Texas

Eff.

4/10/18