

CITY OF HALLETTSVILLE

CITY OF HOSPITALITY

101 N. MAIN HALLETTSVILLE, TEXAS 77964-2727 (361) 798-3681 • FAX (361) 798-5952 www.cityofhallettsville.org

Table of Contents

Standing Orders & Standing Motions

1. Ju	lage's Standing Ord	ers	
I.	Standing Order #1	In General	2
II.	Standing Order #2	Appearance, Dockets & Continuances	3
III.	Standing Order #3	Compliance Dismissals	4
IV.	Standing Order #4	Arrest Warrants, Capias & Capias Pro-Fines	5
٧.	Standing Order #5	Payments & Payment Arrangements	6
VI.	Standing Order #6	Driving Safety Course	7
VII.	Standing Order #7	Assault & Threat Case Processing	8
VIII.	Standing Order #8	Records Retention	9
IX.	Standing Order #9	Court Security	10
Χ.	Standing Order #10	Court Security Committee	11
l.	Judicial Standing Order	#1 Personal Recognizance Bonds Jail Credit on Plea	12
3. S t	ates Standing Moti		
I.	Standing Motion #1	Compliance Dismissals	13
II.	Standing Motion #2	<u>Dismissal of Certain Violations</u>	15
III.	Standing Motion #3	Records Retention	16

IN GENERAL

IT IS ORDERED that the clerk(s) follow the orders set forth herein in the judge's absence. Any situations that arise outside of these orders will need direct review by the Municipal Court Judge.

IT IS FURTHER ORDERED that these standing orders are to serve as guidelines for clerks in the Judge's

•	eyond the scope of	e specific approval by the Municipal Court Judge. The this order at any time, change these orders without basis.	, .
Signed and ordered on this	day of	, 20	
		Hallettsville Municipal Coul City of Hallettsville	_

APPEARANCE, 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(s) in person and submit a request for action on their case or if through correspondence, submits a signature (original electronic, or digital) in conjunction with the other requirement 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(s) 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 on an Open Court Docket. If the Defendant wishes to discuss the merits of their case or a possible agreement on their pre-disposition case, they shall be scheduled for Pre-Trial Docket to meet with the Prosecutor.

A Defendant may, at or after a Discovery Docket, request to proceed to a trial by Judge or jury. The Defendant shall be scheduled on the next available trial date, at least 30 days out for the applicable docket.

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

IT IS FURTHER ORDERED the Clerk(s) may reset a scheduled court date (excluding trials by Judge or Jury) at any time, up to 2 times, upon the defendant submitting a written motion for continuance which must be submitted to the Judge for a ruling.

However, a motion for continuance filed by the Defendant or the Sate for a trial by Judge or jury must be submitted at least 7 days prior to the trial date and agreed upon by both Defendant and the State before the motion will be granted. If both parties do not agree to the continuance, the motion must be submitted to the Judge for ruling. In any instance, the Clerk(s) shall notify all affected parties of the ruling and/or notice of a new trial date.

Signed and ordered on this	day of	, 20	
			Hallettsville Municipal Court Judge
			City of Hallettsville, Texas

COMPLIANCE DISMISSALS

IT IS ORDERED that the Court Clerk(s) may Process a case for dismissal in accordance with the requirements outlined in the chart below. If all requirements are met, Clerk(s) 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	Traffic Code	Required Conditions	Fee
Expired Vehicle Registration	502.407(b)	Must show proof that the registration was renewed, and the late penalty was paid to the County Assessor-Collector. Can NOT be expired for more than 30 days or 1st Court Appearance. Whichever is later.	\$20.00
Unregistered Motor Vehicle	502.473(d)	Must show proof that the defect was remedied or proof that the vehicle has a registration insignia that was valid at the time of the offense.	\$20.00
Wrong Registration Insignia Displayed	502.475(c)	Must show proof that the defect was remedied.	\$20.00
Less than 2 license Plates Displayed	504.493(d)	Must show proof that the defect was remedied.	\$20.00
Altered or obscured License Plates	504.945(d)	Must show proof that the defect was remedied and that the plates displayed at the time of the offense were valid.	\$20.00
Expired Driver's License	521.026(b)	* Must show proof that the defect was remedied. Can NOT be expired for more than 12 months.	\$10.00
Failure to Update Address or Name on Driver's License	521.054(d)	Must show proof that the defect was remedied.	\$20.00
Violate Driver's License Restriction or Endorsement	521.221(d)	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.	\$20.00
Defective Equipment (Non-CMV)/Operating unsafe vehicle	547.004(c)	Must show proof that the defect was remedied.	\$20.00
Improper Label on sun screening device	547.607	1st offense Only - Must have letter from PD as proof that sun screening has been removed.	\$10.00
Unauthorized Vehicle w/unapproved sun screening device Improper Label on sunscreen Device	547.004	1st offense Only - Must have letter from PD as proof that sun screening has been removed.	\$10.00

"The date of compliance is not more than,	To working days after	the date of offense
Signed and ordered on this	day of	, 20

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 Warrants – If a Defendant fails to appear for their initial appearance, after they have received the required notification from the Court of said, initial appearance, the Clerk shall process the case for any Arrest Warrant 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(s) Shall reset the case for an uncontested docket at least 30 days out and notify the Defendant of that setting. If the Defendant fails to appear after being reset, the Clerk(s) shall process the case for an Arrest Warrant and forward to the Judge for review.

Capias Pro Fine Warrants – If a Defendant fails to comply with a Court Order or Judgement on a post-disposition case and has previously been set for a Show Cause Hearing, the Clerk(s) 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 entered an appearance as defined by Standing Order – Appearance Docket & Continuances to address their case, any active arrest, capias, or capias pro fine warrant shall be recalled.

IT IS FURTHER ORDERED that the Clerk(s) shall provide warrant information to the Hallettsville Police Department, immediately after the Court has activated the warrant.

IT IS ORDERED that the clerk(s) shall apply a driver's license hold via the Omni Base System or through the Non-Resident Violator Compact Agreement that will remain on the defendant's license until disposition of the case.

T IS ORDERED that the clerk(s) wi	Il provide all file	information to	o the contracted	collection	agency	sixty-	one
61) days after any warrant is activated by the Court.							
	•						
Signed and ordered on this	day of	, 2	20				

Hallettsville Municipal Judge City of Hallettsville, Texas

PAYMENTS & PAYMENT ARRANGEMENTS

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

Upon appearance, the defendant may request a payment arrangement. If the defendant wishes to submit a request for other payment options, the Defendant may submit a request for community service or an indigent packet and appear before the Judge.

If a payment plan is requested, an initial payment of \$50 must be made to begin the payment plan and the minimum monthly payment shall be at least \$50 if the total amount due is less than \$500. If the total due is greater than \$999.00, the minimum monthly payment must be at least \$100. If the Defendant is unable to pay the minimum monthly amount required, the Defendant must submit a request for a lower monthly payment amount with a completed indigent application packet for the Judge to review. If a payment arrangement is more than \$1000.00, the defendant is required to see the Judge for a longer payment arrangement.

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 the Defendant fails to comply with any terms of payment, the Clerk(s) shall schedule the case for a Show Cause Hearing (if not previously scheduled for a Show Cause Hearing) and notify the Defendant of that hearing. The case shall be scheduled at least 30 days out or may be set sooner if agreed upon by the Defendant. Motions for continuance shall be processed in accordance with Standing Order – Appearance, Dockets & Continuances.

IT IS ORDERED any predisposition case in which the defendant is younger than 21 years old and involves an offense under the Texas Penal Code or Texas Alcohol & Beverage Code MUST appear in Open Court, unless otherwise specified by the Judge.

IT IS ORDERED that the clerk(s) may take payment from the defendant via credit card, any payment by someone other than the defendant must have permission from defendant and a written plea.

IT IS ORDERED that all payment arrangements are subject to change per Judge's approval.

Signed and ordered on this	day of	, 20	
			Hallettsville Municipal Court Judge
			City of Hallettsville, Texas

DRIVING SAFETY COURSE

IT IS ORDERED that a request for Driving Safety Course (DSC) can be processed by the Clerk(s) 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 CP 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 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 cost in the amount of \$25.00 more for all School Zone offenses.

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 (if applicable).

- 1. A sworn affidavit stating that at the time of the request they were not taking or had not taken 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 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, mail or in person with or without 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, from 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(s) shall accept any of the requirements of a DSC and can forward those requirement and submissions to the Judge to review for judgement and/or dismissal.

IT IS FURTHER ORDERED that if a Defendant fails to comply with any requirements of a DSC, the Clerk(s) shall schedule the case for a Show Cause Hearing and notify the Defendant of that hearing. The case shall be scheduled at least 30 days out or may be set sooner if agreed upon by the Defendant. Motion for continuance can be filed in accordance with Standing Order – Appearances, Dockets & Continuances. The Defendant may also opt to waive their show Cause Hearing and pay any balance in full.

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.

Cigned and ordered on this	dov of	20	
Signed and ordered on this	day of	, 20	·
			Hallettsville Municipal Court Judge

ASSAULT & THREAT CASE PROCESSING

IT IS ORDERED that any Assault or Threat case that is filed with the Hallettsville Police Department be filed with an affidavit for probable cause completed by the issuing officer. For the Crime of Assault (contact or threat) – Family Violence, the issuing officer must indicate whether they believe family violence was involved.

IT IS ORDERED Upon receipt of the affidavit for probable cause, the clerk(s) shall draft the summons for the defendant to appear in Open Court at a date no later than 30 days from issuance and forward to the Judge for review. Upon approval and signature from the Judge, the Clerk(s) shall mail the defendant the summons and maintain a copy of the summons for the court records.

IT IS FURTHER ORDERED that the Defendant must appear in Open Court to enter a plea on the case.

IT IS FURTHER ORDERED to have defendant sign admonishments forms in open court:

- Admonishments Regarding immigration Status
- Firearms Admonishment Upon Conviction for Family Violence Misdemeanor
- Stipulation to Family Relationship

IT IS FURTHER ORDERED that the Police Department Shall, fingerprint defendants on all Assault or Threat cases involving Family Violence, complete and submit a CR-43 (Criminal History Reporting) form to Court Clerk(s) immediately so that the Clerk(s) can submit, within 30 calendar days to the Department of Public Safety.

f the Defendant Fails to Appear at their scheduled hearing a late notice will be mailed to the defendant.				
Signed and ordered on this	day of	, 20		
		На	llettsville Municipal Court Judg City of Hallettsville, Texa	-

RECORDS RETENTION

IT IS ORDERED that, pursuant to the Standing Motions of the City Prosecutor, all unadjudicated cases filed with the Hallettsville Municipal Court more than **ten (10) years** from the date of offense shall be hereby **DISMISSED**.

IT IS FURTHERED ORDERED that during the month of December of any year, the Clerk(s) of the Court of the City of Hallettsville shall prepare or cause to be prepared a list of unadjudicated cases pending with the Court for more than **ten (10) years** from the date of offense, said list to be incorporated by reference into the dismissal order for the relevant period, for dismissal pursuant to this Standing Order.

IT IS FURTHERED ORDERED that during the month of December of any year, the Clerk(s) of the Court of the City of Hallettsville shall prepare or cause to be prepared a list of unexecuted warrants issued by the Court for more than **ten (10) years** from the date of issuance, said list to be incorporated by reference into the dismissal order for the relevant period, for dismissal pursuant to this Standing Order.

IT IS FURTHERED ORDERED that the designated fee or item of cost imposed in a criminal action or proceeding as uncollectable if the defendant is deceased, serving a life sentence or life without parole, or the fee has been unpaid for at least **fifteen (15) years**. H.B. 435 allows both criminal and civil courts to cease wasteful collection efforts. 09/01/2019; GC51.609

Signed and ordered on this	day of	, 20	<u>_</u> .
			Hallettsville Municipal Court Judge City of Hallettsville, Texas

COURT SECURITY

The purpose of this Order is to establish regulations and procedures for security in the Municipal Court and/or designated Court facility. The authority to promulgate and enforce such regulations and procedures is inherent to the Court.

IT IS ORDERED that the court will maintain an agreement with the Hallettsville Police Department to have a bailiff provided for Municipal Court Proceedings.

IT IS ORDERED that the bailiff shall be required to follow all security, use of force, or any other applicable policies and procedures pertaining to court security as established by the policy of their TCOLE License holding agency. Each bailiff must complete 8 hours of Court Security Training prior to serving as a bailiff in the court room.

IT IS ORDERED that the bailiff shall complete and submit a Texas Court Security Incident Report not later than 3rd business day after an incident occurs when required by article 102.017(f) of the Texas Code of Criminal Procedures. The Bailiff may interview court staff and witnesses as needed to complete the report and all court personnel shall cooperate with the interviews and investigation process. Any incident that occurs outside of the bailiff's presence shall immediately be reported to the bailiff of the Municipal Court.

ITS IS ORDERED that the bailiff(s) shall complete and submit any reports required under the report section of these orders or as required by the City Policy or Law.

Signed and ordered on this	day of	, 20	
			Hallettsville Municipal Court Judge City of Hallettsville, Texas

COURT SECURITY COMMITTEE

IT IS ORDERED that the Hallettsville Municipal Court Security Committee is hereby established. The Court Security Committee is hereby composed of the following persons:

1. Municipal Court Judge

Hallie Hall

3.	Court Clerk Bailiff/Security Officer Chief of Police	Jodie Garza Erica Padilla Randy Schulach
	City Manager	Grace Ward
6.	Mayor	Alice Summers
procedures n Municipal Cou of resources a resources or t	ecessary to provide adequate art Security Committee may reco and expenditures of money for o	ipal Court Security Committee shall establish the policies and security to the Hallettsville Municipal Court. The Hallettsville mmend to the City Administrator or the City Council for the uses courthouse security but may not direct the assignment of those The Municipal Court Judge or their designee shall serve as the
Signed and or	dered on this day of	, 20

Hallettsville Municipal Court Judge City of Hallettsville, Texas

JUDICIAL STANDING ORDER NO. 1

PERSONAL RECONGNIZANCE BOND

Jail Credit on Plea

IT IS ORDERED that after a defendant has been released from incarceration on a personal recognizance bond and chooses to waive trial by jury and entered a plea of guilty or no-contest, the clerks, under guidance of this order shall process said plea and apply jail credit for a total of \$150.00 per day (24 hours increments, No! good time, and not to run concurrent with any other charges) served in jail consecutively toward each case subject to the defendant's case.

The defendant will be responsible for any fines owed in excess to that jail credit amount and be obligated to pay

as directed by a payment plan a	s processed and appr	oved by the judge.	
Signed and ordered on this	day of	, 20	
			Municipal Court Judge
		City	of Hallettsville, Texas

STATES STANDING MOTION NO. 1

COMPLIANCE DISMISSALS

IT IS ORDERED that the Judge may have the Court Clerk(s) to process a case for dismissal in accordance with the requirements outlined in the chart below. If all requirements are met, Clerk(s) 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	Traffic Code	Required Conditions	Fee
Expired Vehicle Registration	502.407(b)	Must show proof that the registration was renewed, and the late penalty was paid to the County Assessor-Collector. Can NOT be expired for more than 30 days or 1st Court Appearance. Whichever is later.	\$20.00
Unregistered Motor Vehicle	502.473(d)	Must show proof that the defect was remedied or proof that the vehicle has a registration insignia that was valid at the time of the offense.	\$20.00
Wrong Registration Insignia Displayed	502.475(c)	Must show proof that the defect was remedied.	\$20.00
Less than 2 license Plates Displayed	504.493(d)	Must show proof that the defect was remedied.	\$20.00
Altered or obscured License Plates	504.945(d)	Must show proof that the defect was remedied and that the plates displayed at the time of the offense were valid.	\$20.00
Expired Driver's License	521.026(b)	* Must show proof that the defect was remedied. Can NOT be expired for more than 12 months.	\$10.00
Failure to Update Address or Name on Driver's License	521.054(d)	Must show proof that the defect was remedied.	\$20.00
Violate Driver's License Restriction or Endorsement	521.221(d)	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.	\$20.00
Defective Equipment (Non-CMV)/Operating unsafe vehicle	547.004(c)	Must show proof that the defect was remedied.	
Improper Label on sunscreening device	547.607	1st offense Only - Must have letter from PD as proof that sunscreening has been removed.	\$10.00
Unauthorized Vehicle w/unapproved sun screening device Improper Label on sunscreen Device	547.004	1st offense Only - Must have letter from PD as proof that sunscreening has been removed.	

^{*}The date of compliance is not more than, 10 working days after the date of offense.

COURT ORDER

•	,	d, it is
day of	, 20	
	Hallettsville Municipal Court	 Judge
	GED, and DECREED th	Deen presented to me on this day and the same having been considered GED, and DECREED that said above shall be dismissed from our Court. day of

STATE'S STANDING MOTION NO. 2

DISMISS CERTAIN VIOLATIONS

To the Honorable Judge of Said Court,

Comes now, the State of Texas, by and through its prosecuting attorney, and respectfully ask this Court to dismiss certain citations for the below violations upon presentation of the applicable evidence.

Failure to Maintain Financial Responsibility, Transportation Code 601.051, 601.053, 601.191 & 601.195 – the State hereby moves that upon presentation of evidence showing that the defendant and/or vehicle were covered at the time of the alleged offense and upon verification, the Court shall dismiss those citations.

Failure to Display Driver's License, Transportation Code 521.025 – The State hereby moves that upon presentation of evidence showing that the defendant possesses a driver's license issued to that person, appropriate for the vehicle operated and valid at the time of the alleged offense, the Court shall dismiss those citations.

No Driver's License, Transportation Code 521.021(b) - The State hereby moves that upon presentation of evidence showing a valid and effective driver's license issued to a defendant, at the time of violation, the court shall dismiss those citations.

No Rabies Vaccination, City of Hallettsville City Ordinance – The State hereby moves that upon presentation of a valid certificate from a licensed veterinarian evidencing vaccination of the animal for which the citation was issued for rabies by the defendant's initial appearance date, the court shall dismiss those citations.

Citation Errors, The State hereby moves that upon presentation of evidence showing error was made at the time of stop or error on the Officer making the stop that the court shall dismiss those citations.

The State further respectfully requests that this Standing Motion be uniformly applied to all such cases described herein. Wherefore, the State of Texas, by and through its prosecuting attorney, prays that this Court order all cases subject to this Standing Motion be dismissed for the above-stated reasons.

,	
Respectfully Submitted,	
Cynthia Trevino, Prosecuting Attorney City of Hallettsville, Texas	
COURT ORDER	
The foregoing motion having been presented to me on this day and the therefore, ORDERED, ADJUDGED, and DECREED that said above shall be	
Signed and ordered on this day of, 20	
	Hallattavilla Munciainal Caunt Judge

STATES STANDING MOTION NO. 3

RECORDS RETENTION

IT IS ORDERED that, pursuant to the Standing Motions of the City Prosecutor, all unadjudicated cases filed with the Hallettsville Municipal Court more than **ten (10) years** from the date of offense shall be and hereby **DISMISSED**.

IT IS FURTHERED ORDERED that during the month of December of any year, the Clerk of the Court of the City of Hallettsville shall prepare or cause to be prepared a list of unadjudicated cases pending with the Court for more than **ten (10) years** from the date of offense, said list to be incorporated by reference into the dismissal order for the relevant period, for dismissal pursuant to this Standing Order.

IT IS FURTHERED ORDERED that during the month of December of any year, the Clerk of the Court of the City of Hallettsville shall prepare or cause to be prepared a list of unexecuted warrants issued by the Court for more than **ten (10) years** from the date of issuance, said list to be incorporated by reference into the dismissal order for the relevant period, for dismissal pursuant to this Standing Order.

IT IS FURTHERED ORDERED that the designated fee or items of cost imposed in a criminal action or proceeding as uncollectable if the defendant is deceased, serving a life sentence or life without parole, or the fee has been unpaid for at least **fifteen (15) years**. H.B. 435 allows both criminal and civil courts to cease wasteful collection efforts. 09/01/2019; GC51.609

Wasteral concension energy core	72010, 0001.000		
Cynthia Trevino, Prosecuting At City of Hallettsville, Texas	torney,		
	COUF	RT ORDER	
The foregoing motion having be therefore, ORDERED, ADJUDG			
Signed and ordered on this	day of	, 20	
			Hallettsville Municipal Court Judge City of Hallettsville, Texas