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Standing Orders & Standing Motions

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IN GENERAL

IT IS ORDERED that the clerk(s) follow the orders set forth herein in the judge's absence. Any situations that arises 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 absence. Any deviations from these orders must have specific approval by the Municipal Court Judge. The judge may submit orders to the clerk beyond the scope of this order at any time, change these orders without notice, and make certain determinations on a case-by-case basis.

Signed and Ordered on April _____,2020.

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 continuances 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 April _____,2020.

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.

0#2220	Traffic	Deguized Conditions		Гаа
Offense	Code	Required Conditions		Fee
		Must show proof that the registration was		
Expired Vehicle Desistration	500 407(h)	renewed and the late penalty was paid to	¢	20.00
Expired Vehicle Registration	502.407(b)	the County Assessor-Collector.	\$	20.00
		Must show proof that the defect was		
		remedied or proof that the vehicle has a		
	500 470(J)	registration insignia that was valid at the	~	00.00
Unregistered Motor Vehicle	502.473(d)	time of the offense.	\$	20.00
Wrong Registration Insignia	500 475()	Must show proof that the defect was	•	00.00
Displayed	502.475(c)	remedied.	\$	20.00
Less than 2 license Plates		Must show proof that the defect was	•	
Displayed	504.493(d)	remedied.	\$	20.00
		Must show proof that the defect was		
Altered or obscured License		remedied and that the plates displayed at		
Plates	504.945(d)	the time of the offense were valid.	\$	20.00
		* Must show proof that the defect was		
Expired Driver's License	521.026(b)	remedied.	\$	10.00
Failure to Update Address or		Must show proof that the defect was		
Name on Driver's License	521.054(d)	remedied.	\$	20.00
		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		
Violate Driver's License		OR in error and shows proof that the		
Restriction or Endorsement	521.221(d)	endorsement has been removed.	\$	20.00
Defective Equipment (Non-				
CMV)/Operating unsafe		Must show proof that the defect was		
vehicle	547.004(c)	remedied.	\$	20.00
Operating Vehicle without				
Complying w/Inspection		Must show proof that the registration was		
requirements	548.605(e)	obtained. No late penalty required.	\$	20.00
Expired Disabled Parking		Must show proof that the defect was		
Placard	681.0139(b)	remedied.	\$	20.00

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

Signed and Ordered on April _____, 2020.

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 required notification from the Court of said, initial appearance, the Clerk shall process the case for any 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(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 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 Judgement on a postdisposition 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 Yoakum 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.

IT IS ORDERED that the clerk(s) will provide all file information to the contracted collection agency sixty- one (61) days after any warrant is activated by the Court.

Signed and Ordered on April _____, 2020.

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 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 based on the total due of all applicable cases prior to any initial payments. 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 \$100.00. 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 longer than the three (3) month payment arrangement, which the Clerk(s) are authorized to give, 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 pre disposition 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 all payment arrangements are subject to change per Judge's approval.

IT IS FURTHER ORDERED that if a payment is not received by mail and is \$20 less than the total amount of a pre-disposition case, the Clerk(s) 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(s) shall forward the case to the Judge for review.

Signed and Ordered on April _____, 2020.

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.

Signed and Ordered on April _____, 2020.

ASSAULT & THREAT CASE PROCESSING

IT IS ORDERED that any Assault or Threat case that is filed with the Yoakum 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 15 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 that the Police Department Shall, upon conviction of an Assault or Threat case 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.

If the Defendant Fails to Appear at their scheduled hearing a late notice will be mailed to the defendant.

Signed and Ordered on April _____, 2020.

RECORDS RETENTION

IT IS ORDERED that, pursuant to the Standing Motions of the City Prosecutor, all unadjudicated cases filed with the Yoakum Municipal Court more than **seven (7) years** from the date of offense shall be hereby **DISMISSED**.

IT IS FURTHERED ORDERED that during the month of October of any year, the Clerk of the Court of the City of Yoakum shall prepare or cause to be prepared a list of unadjudicated cases pending with the Court for more than **seven (7) 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 October of any year, the Clerk of the Court of the City of Yoakum shall prepare or cause to be prepared a list of unexecuted warrants issued by the Court for more than **seven (7) 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 April _____, 2020.

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 Yoakum 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 April _____, 2020.

COURT SECURITY COMMITTEE

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

- 1. Yoakum Municipal Court Judge
- 2. Court Clerk
- 3. Deputy Court Clerk
- 4. Bailiff
- 5. Chief of Police
- 6. City Manager
- 7. Mayor
- 8. Security Officer

Daniel W. Pelech Rachel Gomez Jodie Garza Yvonne Rodriguez Karl Van Slooten Kevin Coleman Carl O'Neill Lee Campbell

IT IS ORDERED that the Yoakum Municipal Court Security Committee shall establish the policies and procedures necessary to provide adequate security to the Yoakum Municipal Court. The Yoakum Municipal Court Security Committee may recommend to the City Manager or the City Council for the uses of resources and expenditures of money for courthouse security but may not direct the assignment of those resources or the expenditure of those funds. The Municipal Court Judge or their designee shall serve as the presiding officer of the committee.

Signed and Ordered on December _____, 2021.

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 \$200.00/ day 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 as processed and approved by the judge.

Signed and Entered on December _____, 2021.

Municipal Court Judge City of Yoakum

JUDICAL STANDING ORDER #2

PRISONERS IN NEED OF MEDICAL ASSISTANCE

- TO: All Yoakum Police Personnel and Jailers
- RE: Prisoners in need of medical assistance

All prisoners who have been determined by the EMS to be in need of medical assistance and be transferred to a hospital emergency room may be transferred without further Order of a Judge or Magistrate using this Order as authority.

The transfer is to take place after the following matters have been completed:

- PRISONER CHARGED WITH CLASS C MISDEMEANOR IN JAIL UNDER FTA WARRANT OR WARRANTLESS ARREST: The prisoner shall be released to EMS upon execution of a <u>complete</u> PR bond with a court date to be set for 10:00 a.m. on the Friday following week from the date of release.
- PRISONER CHARGED WITH CLASS C MISDEMEANOR IN JAIL UNDER CAPIAS PRO FINE WARRANT: The prisoner shall be released to EMS upon execution of a time payment agreement where the fine is to be paid within thirty (30) days from the date of release (after all applicable jail credit is granted).

This Order is a Standing Order made for clarification of our policy in the jail and it will not be necessary to contact any Magistrate or Judge to get further authority to release a prisoner for medical reasons.

Signed and Entered on April _____, 2020.

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.

Offerrer	Traffic	Deguized Conditions		Гос
Offense	Code	Required Conditions		Fee
		Must show proof that the registration was		
Evolved Vehicle Devictration	500 407/h)	renewed and the late penalty was paid to	<u>م</u>	20.00
Expired Vehicle Registration	502.407(b)	the County Assessor-Collector.	\$	20.00
		Must show proof that the defect was		
		remedied or proof that the vehicle has a		
	500 470(I)	registration insignia that was valid at the	•	00.00
Unregistered Motor Vehicle	502.473(d)	time of the offense.	\$	20.00
Wrong Registration Insignia		Must show proof that the defect was		
Displayed	502.475(c)	remedied.	\$	20.00
Less than 2 license Plates		Must show proof that the defect was		
Displayed	504.493(d)	remedied.	\$	20.00
		Must show proof that the defect was		
Altered or obscured License		remedied and that the plates displayed at		
Plates	504.945(d)	the time of the offense were valid.	\$	20.00
		* Must show proof that the defect was		
Expired Driver's License	521.026(b)	remedied.	\$	10.00
Failure to Update Address or		Must show proof that the defect was		
Name on Driver's License	521.054(d)	remedied.	\$	20.00
		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		
Violate Driver's License		OR in error and shows proof that the		
Restriction or Endorsement	521.221(d)	endorsement has been removed.	\$	20.00
Defective Equipment (Non-				
CMV)/Operating unsafe		Must show proof that the defect was		
vehicle	547.004(c)	remedied.	\$	20.00
Operating Vehicle without	- //			
Complying w/Inspection		Must show proof that the registration was		
requirements	548.605(e)	obtained. No late penalty required.	\$	20.00
Expired Disabled Parking		Must show proof that the defect was	Ŧ	
Placard	681.0139(b)	remedied.	\$	20.00
The date of compliance is not more t			Ψ	20.00

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

Kenneth Kvinta, Prosecuting Attorney, City of Yoakum, Texas

COURT ORDER

The foregoing motion having been presented to me on this day and the same having been considered, it is therefore, ORDERED, ADJUDGED, and DECREED that said above shall be dismissed from our Court.

Signed and Ordered on April _____, 2020.

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 Yoakum 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.

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,

Kenneth Kvinta, Prosecuting Attorney, City of Yoakum, Texas

COURT ORDER

The foregoing motion having been presented to me on this day and the same having been considered, it is therefore, ORDERED, ADJUDGED, and DECREED that said above shall be dismissed from our Court.

Signed and Ordered on April _____, 2020.

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 Yoakum Municipal Court more than **seven (7) years** from the date of offense shall be and hereby **DISMISSED**.

IT IS FURTHERED ORDERED that during the month of October of any year, the Clerk of the Court of the City of Yoakum shall prepare or cause to be prepared a list of unadjudicated cases pending with the Court for more than **seven (7) 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 October of any year, the Clerk of the Court of the City of Yoakum shall prepare or cause to be prepared a list of unexecuted warrants issued by the Court for more than **seven (7) 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

Kenneth Kvinta, Prosecuting Attorney, City of Yoakum, Texas

COURT ORDER

The foregoing motion having been presented to me on this day and the same having been considered, it is therefore, ORDERED, ADJUDGED, and DECREED that said above shall be dismissed from our Court.

Signed and Ordered on April _____, 2020.