

MANOR MUNICIPAL COURT STANDING ORDERS

RECORDS REQUESTS

IT IS ORDERED that an **INDIVIDUAL** that is requesting copies of court case records relating to an active case filed in the Manor Municipal Court fill out a "Manor Court Records Request" form. Upon approval from the presiding judge, copies of the records may be released to the requestor within 10 business days.

IT IS ORDERED that a **DEFENDANT** that is requesting copies of court case records relating to their closed cases in the Manor Municipal Court fill out a "Manor Court Records Request" form. The records will be provided within 10 business days, this **does not** require the approval of the judge

IT IS ORDERED that a **DEFENDANT**, requesting records in the possession, custody or control of the state related to the prosecution of the defendant, including copies of records, police reports or video records, etc. must complete a motion for discovery form, pursuant to article 39.14 of the Code of Criminal Procedure. Upon approval from the city prosecutor, copies of the records may be released to the requestor within 10 business days.

Signed and Ordered on January 10, 2020



Municipal Court Judge
City of Manor, Texas

Effective: 1-10-2020