

# 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 on an Uncontested / 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 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 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 Order, they may do so.

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

However, a motion for continuance filed by the Defendant or the State for a trial by Judge or jury must be submitted at least 7 days prior to the trial date and agreed upon by both the 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 shall notify all affected parties of the ruling and/or notice of a new trial date.

Signed and Ordered on

*Jan. 11, 2023*



*[Signature]*  
Municipal Court Judge  
City of Manor, Texas

Eff.

*1/11/23*