

**JUDGE'S STANDING ORDER NO. 9**  
**FINES AND PAYMENT OF FINES**

On this date, the Court entered the following **ORDER** with respect to fines and payment of fines:

**A. "WINDOW" FINES**

The fines as set forth in the attached Fine Schedule shall be assessed at the Cashier's window upon a plea of guilty or no contest for the stated violations unless individually altered by the Court or imposed pursuant to jury verdict.

**B. LATE APPEARANCE**

The following requirements apply to late appearances:

1. *Citations* If the Defendant fails to appear by the 12<sup>th</sup> day from the date of a citation, the window fine shall increase by \$35.00.
2. *Summons*. If the Defendant fails to appear on or before a summons date, the window fine shall increase by \$35.00.
3. *Waiver of penalties*. Late penalties may be waived only by the Court, with the exception that penalties may be removed by the Court Clerk upon proper application of the "mailbox rule" found in Texas Code of Criminal Procedure Article 45.013.

**C. PAYMENT OF FINES AT CASHIER'S WINDOW**

The following requirements apply to payment of fines, fees and costs at the Cashier's window:

1. *General rule*: The Clerk may accept payment of a fine, cost or fee at the Cashier's window in accordance with Texas Code of Criminal Procedure Article 27.14.
2. *Plea entered before payment*. If the case has not already been adjudicated (that is, if no judgment has been entered by the court), the Clerk must receive a plea of guilty/no contest in writing signed by Defendant or Defendant's Counsel before accepting payment of a fine, cost or fee.
3. *Verification of identity*. Before accepting a plea of guilty/no contest, the Clerk shall verify and record the identity of the defendant. A Government issued photo identification card, driver license or passport will be sufficient for this purpose. When necessary, the Clerk may request assistance from the bailiffs or warrant officer in obtaining proper identification of the defendant. If no sufficient identifying information can be obtained from or for the defendant, the clerk shall affix the defendant's fingerprint to the plea form.

**D. PAYMENT OF FINES AFTER REMAND**

If a defendant has been remanded to custody for non-payment of fines, a personal check will not be accepted to pay any part of the balance due.

**E. INSUFFICIENT AND STOP-PAY CHECKS**

The following requirements apply to NSF and stop-pay checks:

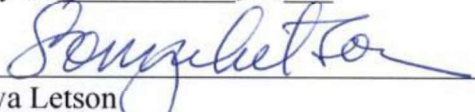
1. *Deferred dispositions.* Upon notice from the bank that payment for a deferred disposition was insufficient or payment was stopped, the Clerk will immediately refer the case to the Judge for consideration of an Order to set a revocation hearing.
2. *All other cases.* Upon notice from the bank that payment on a non-deferred case was insufficient or payment was stopped, the Clerk will send a letter to the Defendant advising him or her that payment in the amount of the dishonored check is due within 10 days of the date of the letter. If payment is not made, the Clerk will refer the case to the Judge to review for a *capias pro fine* warrant.

**F. DISHONORED CREDIT CARD PAYMENTS**

The following requirements apply to dishonored credit card payments:

1. *Deferred dispositions.* Upon notice from the bank that a credit card payment for a deferred disposition was dishonored by the cardholder, the Clerk will immediately refer the case to the Judge for consideration of an Order to set a revocation hearing.
2. *All other cases.* Upon notice from the bank that a credit card payment on a non-deferred case was dishonored by the cardholder, the Clerk will send a letter to the Defendant advising him or her that payment in the amount of the dishonored payment is due within 10 days of the date of the letter. If payment is not made, the Clerk will refer the case to the Judge to review for a *capias pro fine* warrant if a signed plea of guilty or no contest has been entered on the case, or a standard warrant if no plea has been entered.

**IT IS SO ORDERED.** Signed and Entered this 14 day of Nov, 2017.

  
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 Sonya Letson  
 Presiding Judge