

**STANDING ORDER NO. 1  
DEFERRED DISPOSITION**

**IT IS ORDERED** that the Court Clerks may process requests for Deferred Disposition from a Defendant, or his attorney, at the Court Clerk's Window and may complete the paperwork for the Court's signature if the Defendant meets the eligibility requirements set forth below. Defendants not meeting said eligibility requirements may present their request for Deferred to the Court by setting the case on the Court's "Pre-Trial" or "Attorney Plea" docket.

**MOVING VIOLATIONS:**

A Defendant is eligible for Deferred Disposition at the Clerk's Window for a moving violation if:

1. The Defendant shows proof of valid Driver's License.
2. The Defendant pays in full at the time of the request all court costs and the special expense fee which is equal to the window fine amount plus \$20.00.
3. The Defendant is at least 25 years of age, or if less than 25 years of age agrees to complete a driving safety course approved under Chapter 1001, Texas Education Code.

**IT IS ORDERED** that the deferral period shall be 90 days, unless otherwise indicated by these orders.

A Defendant is **not** eligible for Deferred Disposition at the Clerk's Window for a moving violation if:

1. The driver is the holder of a **Commercial Driver's License**.
2. The offense occurred in a **construction or maintenance work zone when workers are present**.
3. The Defendant was involved in an **accident resulting in property damage or personal injury** (must appear in court).
4. The offense involves **passing a school bus**.
5. The offense involves failing to obey the school crossing guard.
6. The offense involves speeding in excess of **25 mph or more over** the posted speed limit.

**NON-MOVING VIOLATIONS:**

A Defendant is eligible for Deferred Disposition at the Court Clerk's Window for non-moving violations if:

1. The Defendant pays in full at the time of the request all court costs and the special expense fee which is equal to the window fine amount plus \$20.00.

**IT IS ORDERED** that the deferral period shall be 90 days, unless otherwise indicated by these orders.

A Defendant is **not** eligible for Deferred Disposition at the Court Clerk's Window for non-moving violations if:

1. The offense involves a violation of the Alcohol Beverage Code.
2. The offense is for Driving Under the Influence pursuant to 106.041 of the Texas Alcoholic Beverage Code.
3. The offense involves violations of Chapter 161 of the Texas Health and Safety Code (Tobacco violations); or
4. The offense involves personal complaints.

**FAIL TO MAINTAIN FINANCIAL RESPONSIBILITY:**

A Defendant is eligible for Deferred Disposition at the Court Clerk's Window for the offense of Failing to Maintain Financial Responsibility if:

1. The Defendant pays in full at the time of the request all court costs and the special expense fee which is equal to the window fine amount plus \$20.00.
2. The Defendant presents proof of Financial Responsibility that is valid on the day of the request, maintains financial responsibility for the entire deferral period of 90 days and provides proof of financial responsibility to the Court at the end of the period, either in person or by mail.

**IT IS ORDERED** that if the Defendant fails to comply with the terms of probation, the Clerk shall summon the Defendant to court to show cause for such failure. If the Defendant fails to appear, a final judgment shall be prepared for the Court's signature.

SIGNED AND ENTERED on this the 5<sup>th</sup> day of April 2023.



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Henry Campbell, Presiding Judge  
Wilmer Municipal Court

**JUDGE'S ORDER NO. 2**  
**PROOF OF INSURANCE FOR DISMISSAL BEFORE HEARING**

**IT IS ORDERED** that any time prior to the date of hearing for a citation of "Fail to Maintain Financial Responsibility" a clerk may accept proof of financial responsibility for dismissal, after verification, if it complies with the following requirements for acceptable proof.

**ACCEPTABLE PROOF**

Any typewritten, company generated proof of insurance coverage covering the day the citation was issued if the proof contains the following information:

1. The name and address of the insurer.
2. The insurance policy number.
3. The policy periods.
4. The name and address of each insured.
5. The make and model of the covered vehicle.
6. A statement that the insurance coverage meets the minimum standards for liability coverage as required by Texas state law.

**IT IS ORDERED** that the status of the violator's driver's license or right to obtain a driver's license shall not be considered when determining eligibility for dismissal.

Acceptable proof which contains the effective date only may be accepted by a Clerk if it indicates the same effective date as the citation. Proof of financial responsibility, which contains the effective date and time, shall be compared to the citation to determine if the effective date and time established financial responsibility.

If the defendant presents an operator's policy or presents evidence of financial responsibility for any vehicle driven by the defendant, a clerk may accept the documents presented for dismissal, after verification.

Premium notices, payment receipts and/or handwritten documents are **not** "acceptable proof" of financial responsibility.

Fleet policies may be accepted by a clerk for dismissal, after verification, if the defendant presents valid proof consistent with the criteria above and indicia of authorization to drive the covered vehicle.

**IT IS FURTHER ORDERED** that a clerk shall set any cases regarding the sufficiency or validity of proof of financial responsibility for "Pre-Trial" hearing before the Court.

If a defendant presents acceptable proof for a case for which a warrant has been issued, a clerk shall attempt immediately to verify the proof.

**IT IS FURTHER ORDERED** that pursuant to the Standing Motion of the City Prosecutor if a charge Fail to Appear (FTA) has been filed in conjunction with the underlying case, upon dismissal, the FTA shall also be dismissed.

SIGNED AND ENTERED on this the 5<sup>th</sup> day of April 2023.



Henry Campbell, Presiding Judge  
Wilmer Municipal Court

**JUDGE'S STANDING ORDER NO. 3  
COURT SETTINGS**

**DOCKET SETTINGS**

**IT IS ORDERED** that a Defendant or his attorney, who appears at the Court Clerk's Window anytime prior to "Pending Warrant Status," may, without the requirement of posting a bond, obtain a setting on the Court's "Pre-Trial" docket, or the "Attorney Plea" docket, if applicable.

**IT IS ORDERED** that if a Defendant fails to appear for a properly noticed Court date, he must post a bail bond (cash, surety, or attorney) to obtain another Court Date. If a Judgment *Nisi* is entered against the Defendant, any subsequent bail bond shall be posted in cash, unless expressly approved by the Court.

**CONTINUANCES**

**IT IS ORDERED** that a motion for continuance must be in writing and filed with the Court in order to continue a case on the Court's docket. Deviations from this procedure must be approved by the Court.

SIGNED AND ENTERED on this the 5<sup>th</sup> day of April 2023.

  
Henry Campbell, Presiding Judge  
Wilmer Municipal Court

**JUDGE'S STANDING ORDER NO. 4  
COMPLIANCE DISMISSALS**

**IT IS ORDERED** that a clerk may accept for processing and dismissal, after proof of compliance, the following cases:

1. Display Expired License Plates (registration) T.C. 502.407 (b)
2. Operate Vehicle without two Valid License Plates T.C. 504.943(d)
3. Expired Texas Driver's License T.C. 521.026 (a)
4. Fail to Display Driver's License T.C. 521.025
5. Fail to Change Address/Name on Driver's License T.C. 521.054 (d)
6. Violation of Driver's License Restriction T.C. 521.221 (d)
7. Operate Vehicle with Defective Required Equipment (or in unsafe condition) T.C. 547.004 (c)
8. Expired Disable Parking Placard T.C. 681.013

**The Clerk shall make a copy for the file of the document(s) establishing proof of compliance and present the file to the Judge for dismissal of the citation.**

**ACCEPTABLE PROOF OF COMPLIANCE AND DISMISSAL PROCEDURES**

The following are acceptable means of proving remediation and/or compliance and the procedures for processing the case for dismissal:

**Expired License Plate (Registration)**

1. The standard form generated by the County Tax Assessor's office stamped by the County Tax Assessor indicating the date and amount of payment; or
2. The new registration receipt form generated by the County Tax Assessor's office stamped by the County Tax Assessor with the amount and date of payment.
3. The date of compliance is not more than 20 working days after the date of offense or before defendant's first court appearance.
4. The Clerk shall collect a fee of \$20.00 before the case may be processed for dismissal.

**Operate a Vehicle without two Valid License Plates**

1. The defect must be remedied before the defendant's first court appearance.
2. The Clerk shall collect a fee of \$10.00 before the case may be processed for dismissal.

**Expired Driver's License**

1. The temporary license issued by the Department of Public Safety indicating renewal of the license and the date renewed.
2. The date of compliance is not more than 20 working days after the date of offense or before defendant's first court appearance.
3. The Clerk shall collect a fee of \$20.00 before the case may be processed for dismissal.

**Fail to Display Driver's License**

1. A valid Texas Driver's License that was valid at the time and date of the offense; and

2. Appropriate for the class of vehicle being operated.
3. No fee for the dismissal of a charge of "Fail to Display a Driver's License" shall be assessed or collected.

**Fail to Change Address/Name on Driver's License**

1. A valid Texas driver's license that indicates the address or name of the Defendant has been corrected.
2. A receipt issued by the Department of Public Safety (DPS) indicating that the change was made within 20 working days after the date of the offense.
3. The Clerk shall collect a fee of \$20.00 before the case may be processed for dismissal.

**Violation of Driver's License Restriction**

1. A valid Texas driver's license indicating that the restriction or endorsement has been removed.
2. A receipt issued by the (DPS) dated before the defendant's first court appearance.
3. The Clerk shall collect a fee of \$10.00 before the case may be processed for dismissal.

**Operate Vehicle with Defective Required Equipment (or in unsafe condition)**


1. Must remedy the defect before defendant's first court appearance.
2. Does not apply if the offense involves a commercial motor vehicle.
3. The Clerk shall collect a fee of \$10.00 before the case may be processed for dismissal.

**Expired Disable Parking Placard**

1. Must remedy the defect within 20 working days after date of offense or before defendant's first court appearance.
2. The Clerk shall dismiss if expired not more than 60 days.
3. The Clerk shall collect a fee of \$20.00 before the case may be processed for dismissal.

In the event the proof does not comply with the above requirements, the Clerk may set the case on the "Pre-Trial" docket for a hearing before the Court.

SIGN AND ENTERED on this the 5<sup>th</sup> day of April 2023.

  
Henry Campbell, Presiding Judge  
Wilmer Municipal Court



**JUDGE'S STANDING ORDER NO. 5  
WARRANTS**

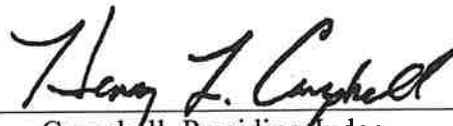
**IT IS ORDERED** that a Defendant may post a "Cash Bond" using cash, cashier's check, money order, or other cash equivalent. **No personal checks shall be accepted to pay a warrant.**

**IT IS ORDERED** that upon the posting a bond or payment in full of the fine, the warrant shall be immediately recalled, and notification shall be sent to the Wilmer Police Department for removal of the warrant from regional crime information computers.

Appearance Bonds, whether cash or surety, must be signed by the principal. Attorney bonds may be accepted without the signature of the principal if the attorney has filed a Notice of Appearance or acknowledges by other means his status as attorney of record for the Defendant. All attorney bonds shall include the attorney's signature and state bar card number. If the attorney's name, bar card number, address and telephone number is provided, the attorney bond may be accepted by email. A Clerk shall date-stamp all bonds received.

**IT IS ORDERED** that no bond shall be required during the period of pending warrant status or until such time as a warrant is signed by the Court unless the Defendant has failed to appear for a properly noticed Court date or is in "bond forfeiture" status. In the event a Judgment *Nisi* has signed, the Defendant shall post a "Cash Bond" before the case is placed back on a docket.

SIGNED AND ENTERED on this the 5<sup>th</sup> day April 2023.



Henry Campbell, Presiding Judge  
Wilmer Municipal Court

**JUDGE'S STANDING ORDER NO. 6  
DRIVING SAFETY COURSE**

**IT IS ORDERED** that the court clerks may accept a request for the Driving Safety Course (DSC) at the Clerk's Window if the following requirements are met:

1. The Defendant requests DSC prior to or by the "appearance date" on citation. (If requested by mail the "Mailbox" rule applies).
2. The Defendant files with the court a signed affidavit complying with all eligibility requirements for DSC as set for in Sec. 45.0511(c) (3) of the Texas Code of Criminal Procedure.
3. The Defendant provides proof of financial responsibility, pursuant to Chapter 601 Transportation Code, valid and in force as of the date the Defendant "signs up" for the DSC with the Court.
4. The Defendant presents a valid Texas Driver's License.
5. The Defendant pays the DSC fee of \$10.00 and court costs.

**IT IS ORDERED** the court clerk returns the application (if mailed to the court by defendant) should any of the above be incomplete, missing, or does not qualify. Defendant will be given a "Pre-Trial" court date to appear before the Court.

**IT IS ORDERED** that the Clerks may accept proof of completion of a Driving Safety Course (DSC) by mail, email or at the Clerk's window under the following circumstances:

1. The Defendant presents a uniform course completion certificate for DSC and a driving record certified by the Texas Department of Public Safety with the date of issuance after the date the court grants DSC prior to or on the due date.
2. The Defendant presents a driving record indicating the Defendant has not completed a driving safety course for the purpose of disposing of a moving violation citation for the 12 months preceding the date of the citation.
3. The course certificate is the standard State issued "court copy" of the uniform certificate, with no alterations made, and signed by the Defendant.


**IT IS ORDERED** that upon presentation and verification of completion, the Clerks shall present the case to the Judge for dismissal.

If the Defendant fails to provide evidence of successful completion of the DSC within the time period allowed, the Clerk shall summon the Defendant to court to show cause why such evidence was not submitted in a timely manner. If the Defendant fails to appear, a final judgment shall be prepared for the judge's signature without any unnecessary delay.

No time payment fee shall be assessed until the 31<sup>st</sup> day after a final judgment has been entered by the Court.

**IT IS FURTHER ORDERED** that in the event the Defendant presents a uniform course completion certificate for DSC that indicates the course was completed prior to the date the court grants DSC, the Clerk shall refer the case to the Judge for consideration.

SIGN AND ENTERED on this the 5<sup>th</sup> day of April 2023.

  
Henry Campbell, Presiding Judge  
Wilmer Municipal Court