



STANDING ORDER
IN THE MUNICIPAL COURT OF
THE CITY OF PLAINVIEW, HALE COUNTY
STATE OF TEXAS

The following standing orders are to be used continuously until further ordered by the Municipal Court Clerk and staff. These Orders are intended to provide a guideline to the Clerk and staff for use in dealing with the general public who may request payments or other disposition of Class C citations when the Judge of Court is not present

JUDGE'S STANDING ORDER
PAYMENT OF FINES AT WINDOW

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

1. *General rule:* The Clerk may accept payment of a fine or fee at the Clerk's Window in accordance with the Texas Code of Criminal Procedure Article 27.14.
2. *Plea entered before payment.* If the case has not been adjudicated (plea entered or guilt/innocence determined by the court), a Clerk may accept the defendant plea of guilty or no contest in writing signed by the Defendant or Defendant's Counsel and then process the payment of a fine or fee.
3. *Appearance.* Clerk will take your photo as proof of appearance.

SIGNED AND ENTERED on this the 31st day of July, 2025.



Bobi Shaw
Presiding Judge



JUDGE'S STANDING ORDER
PAYMENTS RECEIVED BY MAIL

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

The Clerk may accept payment for a fine or fee in the form of a check, cash or money order received by mail. The payment shall be deemed *untimely* and returned to the Defendant if a warrant has been issued for the Defendant by the Court. The Defendant shall be liable for any additional fees resulting from the untimely receipt of the fines or fees.

All partial payments must be approved by the Municipal Court Judge. If a partial payment is received on a case that has a warrant and unapproved by the Judge, the payment shall be returned with a warrant balance due notice stating that the entire balance is due.

SIGNED AND ENTERED on this the 31st day of July, 2025.



Bobi Shaw
Presiding Judge



JUDGE'S STANDING ORDER PAYMENT PLANS

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

The Clerk may process a request for a payment plan from a person who appears at the Clerk's window to pay their fine in payments under the following guidelines:

- 1) the defendant has not previously defaulted on a payment plan ordered by the court;
- 2) no capias warrant for the arrest of the defendant is pending at the time of the request.

If the defendant complies with these conditions, the clerk may proceed to process installment payment plan options elected by the defendant:

Monthly Payment of \$50.00 until Paid in Full

- 1) the defendant pays a payment of \$50.00 a month until said fine is paid in full, unless specified by Municipal Court Judge.
- 2) the defendant's first payment of \$50.00 will be due thirty (30) days from the time of the request. Defendants who appear after the initial appearance date stated on citation, will be required to make their first payment two (2) weeks from the time of the request.

The clerk shall advise the defendant that:

- a) an additional \$15.00 time-payment fee will be added to each pending case;
- b) no extension on first payment, extensions on payments made after the first \$50.00 payment must be requested before the due date. Some extensions must be approved by the Judge;
- c) a Capias warrant will be issued for failure to pay the fine;

REQUEST FOR PAYMENT PLANS MADE BY MAIL OR FAX

If a Defendant mails or faxes the Court a request for a payment plan, the clerk will process the request in the same manner as listed above. The clerk will mail the defendant a form stating when their first payment is due.

Indigence Hearing

All persons who allege an inability to pay the fine(s) shall be ordered to appear before the court to determine the indigence of the defendant. Defendant must notify the court of their inability to pay the fine (s). The clerk shall provide the defendant with a "Financial Information Affidavit" and advise the defendant to bring to court sufficient documentation to establish indigence and inability to discharge the fine through a payment plan. Indigence Hearings are held Tuesday at 10:00 a.m.

SIGNED AND ENTERED on this the 31st day of July, 2025.



Bobi Shaw
Presiding Judge



JUDGE'S STANDING ORDER DRIVING SAFETY COURSE

On this date, the Court entered the following **ORDER** with respect to driving safety course:

The Court Clerk may accept a request for the Driving Safety Course (DSC) at the Clerk's Window or by mail if the following requirements are met:

1. The Defendant requests DSC no later than the "appearance date" stated on the citation.
2. The Defendant files with the court a signed affidavit complying with all eligibility requirements for DSC as set forth in Sec. 45.0511(c)(3) of the Texas Code of Criminal Procedure.
3. The Defendant provides proof of financial responsibility, pursuant to the Texas Transportation Code, valid and in force as of the date the Defendant "signs up" for DSC with the Court. .
4. The Defendant presents a valid Texas Driver's License or permit that is not a commercial license or permit.
5. The Defendant pays the DSC fee.

The Clerk may accept proof of completion of a Driving Safety Course (DSC) for dismissal of the case at the Clerk's window or by mail under the following circumstances:

1. The Defendant presents a certificate indicating timely completion of the DSC and a driving record certified by the Texas Department of Public Safety (DPS) issued after the offense date.
2. The driving record presented by the Defendant indicates the Defendant has not completed a driving safety course for the purpose of dismissing a moving violation citation within the twelve (12) months preceding the date of the citation.
3. The course certificate indicates "court copy", is signed by the Defendant and contains with no alterations, modifications and/or erasures.

IT IS ORDERED that upon presentation and verification of completion, the Clerks shall present the case to the Court 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 timely. If the Defendant fails to appear, a final judgment shall be prepared for the Court's signature.

IT IS FURTHER ORDERED that if Defendant presents a uniform course completion certificate for DSC that indicates the course was completed after the date the court granted the DSC, the Clerk shall accept the certificate and process the case as ordered above.

SIGNED AND ENTERED on this the 31 day of July, 2025.

Bobi Shaw
Bobi Shaw
Presiding Judge



JUDGE'S STANDING ORDER
DISMISSAL OF FINANCIAL RESPONSIBILITY VIOLATIONS

On this date, the Court entered the following **ORDER** with respect to dismissal of financial responsibility violations:

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 if it complies with the following requirements for acceptable proof.

The Clerk shall verify financial responsibility for vehicle on the date and time the citation was issued. If a Clerk cannot verify financial responsibility for the vehicle on the date the citation was issued, the Defendant shall set the violation on a payment plan, request a thirty (30) day extension, or enter a plea of "Not Guilty" and setting the case on the Court's "Not Guilty" docket.

ACCEPTABLE PROOF

Any typewritten, company generated "Owner's Policy" of insurance coverage covering the day the citation was issued as long as the proof contains the year, make and model of the vehicle the defendant was driving.

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 if the defendant presents valid proof consistent with the criteria above and indicia of authorization to drive the covered vehicle. All documents presented to the Court as proof of Financial Responsibility shall be submitted for verification prior to dismissal, unless directed otherwise by the Court.

SIGNED AND ENTERED on this the 31st day of July, 2025.



Bobi Shaw
Presiding Judge



**JUDGE'S STANDING ORDER
FAIL TO DISPLAY DRIVER'S LICENSE**

On this date, the Court entered the following **ORDER** with respect to dismissal of fail to display driver's license:

A charge of Fail to Display Driver's License pursuant to section 521.025 of the Texas Transportation Code shall be dismissed if the Defendant presents to a Clerk:

1. a valid Driver's License;
2. issued to the Defendant before the time and date of the offense; and
3. appropriate for the type of vehicle being operated.

IT IS FURTHER ORDERED that a Clerk shall obtain a copy of the Defendant's driver's license and retain said copy in the file, complete the dismissal section of the judgment by indicating the date of dismissal as the date the Defendant appeared at the clerk's window and present the file to the judge for dismissal.

This order shall apply to any "Fail to Display Driver's License" case where proof of a driver's license has been presented to a Clerk consistent with the above policy, regardless of the date this order is signed.

No fee for the dismissal of a charge of "Fail to Display a Driver's License" shall be assessed or collected.

SIGNED AND ENTERED on this the 31st day of July, 2025.

BSJ

Bob Shaw
Presiding Judge



JUDGE'S STANDING ORDER EXTENSIONS TO PAY FINES

On this date, the Court entered the following **ORDER** with respect to extensions to pay fines:

IT IS ORDERED that a Defendant who appears at the Court Clerk's window to plead "guilty" or "no contest" may receive an extension to pay the fine within 30 days from the date of their appearance, if the defendant has not passed his/her appearance date. The Defendant shall complete and sign the appropriate extension form.

IT IS ORDERED that the Clerks may process a request for an extension to pay a fine unless a warrant has been issued for the Defendant by the Court.

SIGNED AND ENTERED on this the 31st day of July, 2025.

BSJ

Bob Shaw
Presiding Judge



JUDGE'S STANDING ORDER NOT GUILTY PLEA

On this date, the Court entered the following **ORDER** with respect to not guilty plea:

IT IS ORDERED that a Court Clerk may accept a Defendant's "Not Guilty" plea by mail or by appearance at the Court Clerk's window if a warrant has not been issued. The Court will then set the case on the Court's "Not Guilty" docket.

IT IS ORDERED that a Court Clerk shall verify the Defendant's mailing address. The Court Clerk shall inform the Defendant that if he/she moves before they receive notice of the Court's "Not Guilty" docket, they are to inform the Court of a change of address. The Court Clerk shall also inform the defendant that failure to do so can result in an arrest warrant being issued.

SIGNED AND ENTERED on this the 31st day of July, 2025.

BSJ

Bob Shaw
Presiding Judge



JUDGE'S STANDING ORDER DEFERRED DISPOSITION

On this date, the Court entered the following **ORDER** with respect to deferred disposition:

IT IS ORDERED that the Court Clerks may process requests for Deferred Disposition ("Deferred") from a Defendant, 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 "Not Guilty" docket.

MOVING VIOLATIONS:

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

- 1) the Defendant pays the court cost in full or agrees to pay the court cost no later than (30) days at/of the time of the request.
- 2) the Defendant agrees to pay the special expense fee in full before the end of the deferral period
- 3) the Defendant is younger than 25 years of age agrees to complete a driving safety course approved under Chapter 1001, Texas Education Code;
- 4) the Defendant has not been granted Deferred in Plainview Municipal Court within twelve (12) months of the date of the request; and
- 5) the Defendant is not currently on Deferred in any other jurisdiction.

IT IS ORDERED that the deferral period shall be 180 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**;
- 4) the offense involves **passing a school bus**;
- 5) the offense involves **failure to obey school crossing guard**;
- 6) the offense involves speeding in excess of **25 mph or more over the posted speed limit**
- 7) the case is in "Warrant Status" as defined by the Court's Standing Orders.

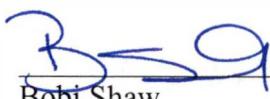
FAIL TO MAINTAIN FINANCIAL RESPONSIBILITY:

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 the court cost in full or agrees to pay the court cost no later than (30) days at/of the time of the request.
- 2) the Defendant agrees to pay the special expense fee in full before the end of the deferral period
- 3) the Defendant younger than 25 years of age agrees to complete a driving safety course approved under Chapter 1001, Texas Education Code;
- 4) the Defendant has not been granted Deferred in Plainview Municipal Court within twelve (12) months of the date of the request; and
- 5) the Defendant is not currently on Deferred in any other jurisdiction.
- 6) 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 180 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 the Clerk may accept proof of compliance with the terms of deferred disposition at the Clerk's window and send the case to the Judge's queue for dismissal. 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 31st day of July, 2025.



Bobi Shaw
Presiding Judge



JUDGE'S STANDING ORDER COMPLIANCE DISMISSALS

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

1. Operate vehicle without valid registration insignia or Display Expired License Plates (T.C. 502.407(b))
2. Expired Texas Driver's License (T.C. 521.026)
3. Fail to Display Driver's License (T.C. 521.025(d))
4. Fail to Change Address/Name on Driver's License (T.C. 521.054)
5. Defective Equipment Violation (T.C. 547.004(c) and (d))
6. Fail to display a valid 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 Court 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:

Operate vehicle without valid registration insignia/ Expired License Plate (Registration)

1. The standard form generated by a County Tax Assessor's office stamped by the County Tax Assessor's office 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 indicating the date and amount of payment;
3. The date of compliance is on or before the court date or not more than 20 working days after the date of offense.
4. The Clerk shall collect a fee of \$20.00 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 on or before the court date or not more than 20 working days after the date of offense;
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 of the offense;
2. No fee shall be collected for dismissal of this charge.

Fail to Change Address/Name on Driver's License

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

Defective Equipment Violation

1. Defendant must appear on or before court appearance date
2. Defendant must remedy the defect
3. Does not apply if the offense involves a commercial vehicle.

Fail to Display Disable Parking Placard

1. Defendant must appear on or before court appearance date
2. Defendant must bring in a valid disable parking placard

SIGNED AND ENTERED on this the 31st day of July, 2025.


Bobi Shaw
Presiding Judge



JUDGE'S STANDING ORDER Indigence Hearing Settings

On this date, the Court entered the following **ORDER** with respect to Indigence Hearing:

All persons who appear and allege an inability to pay the fine(s) shall be ordered to appear before the court to determine the indigence of the defendant. The clerk shall provide the defendant with a "Financial Information Affidavit" and advise the defendant to bring to court sufficient documentation to establish indigence and inability to discharge the fine through a payment plan. The clerk shall inform the defendant to return the "Financial Information Affidavit" to the court before their Indigence Hearing due date. Indigence Hearings are held at 10:00 a.m. on Tuesdays.

The information shall include:

- a) past year Federal Income Tax returns;
- b) past 3 banks statements (3 most recent months);
- c) past 3 pay stubs;
- d) proof of governmental financial assistance;
- e) verification of disability or worker's compensation benefits, if applicable;
- f) notice of unemployment insurance disposition and benefit amount, if applicable;
- g) address & telephone of (2) references who can verify financial information.

SIGNED AND ENTERED on this the 31st day of July, 2025.

BSG

Bob Shaw
Presiding Judge



JUDGE'S STANDING ORDER

PROHIBITING PHOTOGRAPHY, RECORDING, BROADCASTING, AND TELEVISING

On this date, the Court entered the following ORDER with respect to photography, recording, broadcasting, and televising any person, object, proceeding inside the courtroom, hallways, chambers or other interior area of the Municipal Court area of City Halls:

PHOTOGRAPHY, RECORDING, BROADCASTING, AND TELEVISING PROHIBITED

The photographing, recording, broadcasting or televising of any person, object or proceeding inside the courtroom, hallways, chambers or other interior area of the Municipal Court area of City Hall is strictly prohibited, unless previously authorized by the Court. This prohibition applies to cellular telephones, cameras, video recorders, smart phones, laptops, tablets, and any other device with the capability to photograph, record, broadcast, or televise.

B. ENFORCEMENT OF ORDER

A bailiff, court clerk, or court warrant officer who observes a violation of this order shall enforce the order according to guidelines established by the Court. Any individual who violates this Order is subject to being removed from the Municipal Court areas of City Hall, may have his/her devise used in the photography, recording, broadcasting, and televising seized and forfeited to the bailiff or court warrant officer, and may be held in contempt of Court.

C. EXCEPTIONS

This prohibition does not apply to ceremonies, judicial investitures, and when such photography, recording, broadcasting, and televising is conducted by or at the request of court personnel.

IT IS SO ORDERED. SIGNED AND ENTERED on this 31st day of July, 2025.



Bobi Shaw
Presiding Judge



GUIDELINES FOR ENFORCEMENT OF JUDGE'S STANDING ORDER PHOTOGRAPHY, VIDEOGRAPHY AND SOUND RECORDINGS

1. A bailiff, court clerk, or warrant officer who observes a person inside the court using a cellphone taking photographs, or broadcasting, televising or making any kind of recording, should follow these steps:
 - a. Ask the person if their activity has been approved by the presiding judge.
 - b. If the person says yes, check with the presiding judge for confirmation.
 - c. If the person says no or will not commit, advise the person that the Presiding Judge does not allow recording in the court, and ask them to stop the activity.
 - d. If the person refuses to stop the activity, advise the person to leave the building, unless the person is in custody,
 - e. If the person refuses to leave the building, or is in custody, confiscate the recording device and advise the person that it will be returned when they are ready to leave the building.
2. If a device is confiscated, the bailiff or warrant officer will not review the contents of the device or delete any material from the device. If the bailiff or officer believes there may be a reason such material should be reviewed, he or she will advise the presiding judge and wait for further instructions.



JUDGE'S STANDING ORDER
Docket and Trial Settings
Motion for Continuances and Subpoena's

On this date, the Court entered the following **ORDER** with respect to Motion for Continuances and Subpoena's:

Motion for Continuance

Continuances are governed by Chapter 29, Texas Code of Criminal Procedure. These rules augment but do not replace that code. All continuance for docket or trial, (Motions for Continuances) must be received by the Court seventy-two (72) hours (3 days) prior to the Court setting. Continuances may be received by certified mail, or hand delivery.

YOU CANNOT REQUEST A CONTINUANCE ON THE TELEPHONE.

- A. All motions for continuance shall be in writing and shall be filed with the court clerk.
- B. Such motions shall be filed immediately upon discovering the necessity for a continuance.
- C. Each motion shall contain:
 1. the cause number;
 2. the name of the defendant;
 3. the date and time of the setting to be continued;
 4. the specific facts justifying the continuance

Motions and Subpoena's

Motions shall be filed in writing in all cases where defendants claim there are legal issues involving the sufficiency of the criminal complaint or the law from which the complaint is drawn.

The defense and prosecution are entitled to subpoena witnesses for their case in court. Each defendant is responsible for requesting subpoenas for his/her own witness and physical evidence. Requests for subpoenas must be in writing and received by the court seven (7) working days prior to the date of the trial.

The following information is necessary before a subpoena can be issued:

1. the full name of each witness desired
2. the location or address of each witness

IT IS SO ORDERED. SIGNED AND ENTERED on this the 31st day of July, 2025.



Bobi Shaw
Presiding Judge



**JUDGE'S STANDING ORDER
SHOW CAUSE NOTICE**

On this date, the Court entered the following **ORDER** with respect to show cause:

The Clerk will send show cause notice before any warrants shall be issued.

Initial Appearance Show cause

Upon reviewing initial appearance citations, all citations that are eleven (11) days past the appearance date shall receive a show cause notice. Show cause hearings for initial appearances will be held every second (2nd) and fourth (4th) Thursday of the month.

Payment Plan, Extension, Community Service

Upon reviewing citations with judgements, all citations that are eleven (11) days past the due date shall receive a show cause notice. Show cause hearing for all of these violations will be held every second (2nd) and fourth (4th) Thursday of the month.

Deferral Show Cause

Upon reviewing Deferrals, all citations past the deferral date shall receive a show cause notice. Show cause hearing for all deferrals will be held every fourth (4th) Thursday of the month.

Juvenile and Teen Court Show cause

Upon reviewing Juvenile and Teen court cases, all juvenile's that fail to appear or fail to pay should be sent a parent summons notice and all Teen Court cases that are 17 or older and fail to comply with their ninety (90) day deferral by should be sent a show cause notice. Show cause hearing for all these violations will be held every third (3rd) Thursday of the month at 4:15p.m.

IT IS ORDERED that all cases should be reviewed no later than the last week of each month.

SIGNED AND ENTERED on this the 31st day of July, 2025.

3591

Bob Shaw
Presiding Judge



JUDGE'S STANDING ORDER
Violate Promise to Appear, Failure to Appear, & Arrest Warrants

On this date, the Court entered the following **ORDER** with respect to payments on Violate Promise to Appear, Failure to Appear, & Arrest Warrants:

The Clerk may process a request for a payment plan from a person who appears at the Clerk's window to set up an arrest warrant on the original charge along with the Violate Promise to Appear or Failure to Appear under the following guidelines:

- 1) the defendant has not previously made an appearance before the court;
- 2) no capias warrant for the arrest of the defendant is pending at the time of the request.

If the defendant complies with these conditions, the clerk may proceed to process installment payment plan options elected by the defendant:

Monthly Payment of \$50.00 until Paid in Full

- 1) the defendant pays a payment of \$50.00 a month until said fine is paid in full, unless specified by Municipal Court Judge.
- 2) the defendant's first payment of \$50.00 will be due two (2) weeks from the time of the request.

The clerk shall advise the defendant that:

- a) an additional \$15.00 time-payment fee will be added to each pending case;
- b) no extension on the first payment, extensions on payment after the first \$50.00 is made must be requested before the due date. Some extensions must be approved by the Judge;
- c) a Capias warrant will be issued for failure to pay the fine;

REQUEST FOR PAYMENT PLANS MADE BY MAIL OR FAX

If a Defendant mails or faxes the Court a request for a payment plan, the clerk will process the request in the same manner as listed above. The clerk will mail the defendant a form stating when their first payment is due.

Indigence Hearing

All persons who allege an inability to pay the fine(s) shall be ordered to appear before the court to determine the indigence of the defendant. Defendant must notify the court of their inability to pay the fine (s). The clerk shall provide the defendant with a "Financial Information Affidavit" and advise the defendant to bring to court sufficient documentation to establish indigence and inability to discharge the fine through a payment plan. Indigence Hearings are held Tuesday at 10:00 a.m.

SIGNED AND ENTERED on this the 31st day of July, 2025.



Bobi Shaw
Presiding Judge



JUDGE'S STANDING ORDER

COIN PAYMENTS

IT IS ORDERED that the clerk may refuse to accept payment in the form of coins in excess of \$1.00 in pennies or 10 coins of any other denomination per day. Additionally, the clerk may refuse to accept any rolled coins regardless of the denomination.

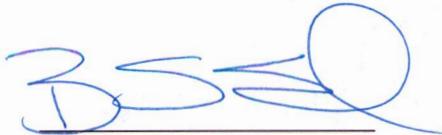
COIN PAYMENTS

Payment of coins in large amounts presents an undue burden on clerks with the task of counting coins and detracts from our goal of serving the public efficiently and effectively. (Such disruptions can include, closing a customer window, arranging for vehicle transportation, and arranging for court staff and law enforcement to escort coins to a bank for counting, etc.)

Any customer with amounts larger than that allowed will need to take the coins to their bank or other business, which will exchange them for paper currency, a money order, or a cashier's check for the amount of the fine that is owed.

The Court finds that there is no statute that prohibits the Plainview Municipal Court from limiting the amount of coins it will accept in the payment of fines and costs.

SIGNED AND ENTERED on this the 21st day of October, 2025.



Bobi Shaw
Presiding Judge

