

**TO: ALL DEFENDANTS SET FOR NON-JURY TRIAL**  
**FROM: T.A. "TIM" MEEK, PRESIDING JUDGE**  
**RE: Municipal Court Non-Jury Trial Procedures**

**You have requested a non-jury trial on the charges brought against you. The following procedures are in effect for non-jury trials:**

1. ***ALL DEFENDANTS ARE REQUIRED TO BE PRESENT FOR DOCKET CALL AT THE TIME SHOWN ON YOUR TRIAL NOTICE.***
2. Docket will be called promptly on time. All defendants absent without previously disposing of their cases will have their bonds forfeited and/or have warrants issued for failure to appear.
3. You have been given a pre-trial hearing date. While no warrant will be issued for failing to appear at the pre-trial hearing, your appearance is strongly encouraged so that any preliminary matters may be addressed prior to trial. If you or your attorney file a pre-trial motion, your attendance is **mandatory** so that the motion may be properly heard and ruled upon by the Court.

**The following local rules are also in effect:**

1. All requests for continuance must be filed by eight (8) days preceding the trial date.
2. All requests for subpoenas must be filed by noon on the fifteenth (15) day preceding the trial date.
3. All pre-trial motions must be filed at least seven (7) days before the pre-trial hearing date and in accordance with the Code of Criminal Procedure, Article 28.01.
4. Any motion of discovery requesting video evidence must be filed no later than the fifteenth (15) day preceding the scheduled pre-trial. Parties are responsible for coordinating such requests directly with the City Prosecutor's Office to ensure timely processing.
5. All defendants (whether represented by an attorney or not) are strongly encouraged to contact the **City Prosecutor's Office at (432) 685-7305** if they wish to discuss the case with a prosecutor or wish to negotiate a plea agreement. All plea agreements with the Prosecutor's Office should be completed by the Friday preceding the trial date.

All Motions and Requests must be filed in **writing** before the above deadlines. ***YOU MAY NOT REQUEST A CONTINUANCE OR SUBPOENAS ON THE TELEPHONE.***

Defendants, attorneys, and attorney staff may use their own laptop computers, tablets, and other electronic devices with permission of the court during trial for purposes of presenting evidence, such evidence to be submitted in DVD or similar format.

Any party intending to use a laptop or electronic device during trial must be capable of doing so in a manner so as not to unduly delay or disrupt court proceedings. The court does not provide technical assistance.

These rules will be strictly followed. Any deviations will require judicial approval.

If you have any questions regarding these or any of the Court procedures, please contact the Court at (432) 685-7300.