JUDGE'S STANDING ORDER NO. 4
RECEIPT OF PAYMENTS BY MAIL

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

A. GENERAL GUIDELINES

The Clerk may accept payment for a fine, cost or fee in the form of a check, cash or money order received by mail or through the night drop at the Court. No checks other than cashier's checks will be accepted on cases that are at warrant, without approval by the Court or the Court Administrator. If the amount received is deficient, the payment shall be accepted as a partial payment and a balance due notice shall be sent to the Defendant.

B, DEFENDANTS WHOSE CASES ARE NOT AT WARRANT

If a partial payment is received on a case that is not at warrant, the balance due notice shall state that the entire balance is due within thirty (30) days of the date of the notice letter, and if not paid, a time payment fee in the amount of $25.00 will be added pursuant to Section. 133.103, Texas Local Government Code. The notice shall further state that a capias pro fine warrant will be issued on any unpaid balance after thirty (30) days. The notice shall include a 30-day payment extension form which must be returned within ten (10) days of the date of the letter. If the Defendant also has additional cases not at warrant, the notice shall list those cases and the balance due, and include plea forms to be returned within ten (10) days. Any further extensions or alternative payment arrangements must be approved by the Court. After applying payment, the Clerk shall send the case to which the payment was applied to the judgment queue. If the extension form is not returned timely or is incomplete, the case to which payment was applied shall immediately be sent through the collections improvement program.

C. DEFENDANTS WITH ONE STANDARD WARRANT

If a partial payment is received on a case that is at standard warrant, the balance due notice shall state that the entire balance is due within thirty (30) days of the judgment date, and if not paid, a time payment fee in the amount of $25.00 will be added pursuant to Section. 133.103, Texas Local Government Code. The notice shall further state that a capias pro fine warrant will be issued on the unpaid balance after (30) days. The notice shall include a 30-day payment extension form which must be returned within ten (10) days of the date of the letter. Any further extensions or alternative payment arrangements must be approved by the Court. If the Defendant also has additional cases not at warrant, the partial payment shall be applied to the case at warrant. The notice shall list the additional cases and the balance due, and include plea forms to be returned within ten (10) days. After applying payment, the Clerk shall send the case to the judgment queue. If the extension form is not returned timely or is incomplete, the case to which payment was applied shall immediately be sent through the collections improvement program.

D. DEFENDANTS WITH MULTIPLE STANDARD WARRANTS

If a partial payment is received from a Defendant who has multiple cases with standard warrants, the payment shall be applied either to the oldest case, or if the cases are all the same age, to the case with the lowest balance. The balance due notice shall state that the entire balance on the case to which the money has been applied is due within thirty (30) days of the judgment date, and if not paid, a time payment fee in the amount of $25.00 will be added pursuant to Section. 133.103, Texas Local Government Code. The notice shall further state that a capias pro fine warrant will be issued on the unpaid balance after (30) days. The notice shall include a 30-day payment extension form which must be returned within ten (10) days of the date of the letter. Any further extensions or alternative payment arrangements must be approved by the Court. The notice shall further list the other cases that are at warrant and the balance due, and advise the Defendant that the warrants have not been cancelled on those cases. If the Defendant also has additional cases not at warrant, the partial payment shall be applied to a case at warrant. The notice shall also list those additional cases and the balance due. The notice shall advise the Defendant to contact the Court to resolve the additional cases. After applying payment, the Clerk shall send the case to which money was applied to the judgment queue. If the extension form is not returned timely or is incomplete, the case to which payment was applied shall immediately be sent through the collections improvement program.

E. DEFENDANTS WITH ONE OR MORE CAPIAS PRO FINE WARRANTS

If a partial payment is received on a case that is at capias warrant, the payment shall be held in the safe for thirty (30) days. The balance due notice shall state that applying the partial payment will cause a corrected capias pro fine warrant to be issued, which will cause a new $50 warrant fee to be applied. The notice shall further state that the payment will be held for thirty (30) days to allow the Defendant to pay the balance in full and avoid the warrant reissuance fee. The notice shall further state that if full payment is not made, the partial payment will be applied and the warrant reissued. If the Defendant has multiple capias warrants, the notice shall further list the offenses and balance amounts on the other cases. Any further extensions or alternative payment arrangements must be approved by the Court. If full payment is not made by the deadline, the Clerk shall apply the partial payment and send the case to the correct warrant queue with comments to reissue capias on the case to which payment was applied. If the Defendant has multiple capias warrants, the partial payment will be applied to the case with the lowest balance.

F. DEFENDANTS WITH BOTH STANDARD AND CAPIAS WARRANTS

If a partial payment is received from a Defendant who has cases with standard warrants as well as capias warrants, the payment shall be applied to the oldest standard warrant, or if the cases are all the same age, to the standard warrant with the lowest balance. The balance due notice shall state that the entire balance on the case to which the money has been applied is due within thirty (30) days of the judgment date, and if not paid, a time payment fee in the amount of $25.00 will be added pursuant to Section. 133.103, Texas Local Government Code. The notice shall further state that a capias pro fine warrant will be issued on the unpaid balance after (30) days. The notice shall include a 30-day payment extension form which must be returned within ten (10)

days of the date of the letter. The notice shall list the other cases that are at warrant and the balance due, and advise the Defendant that the warrants have not been cancelled on those cases. Any further extensions or alternative payment arrangements must be approved by the Court. After applying payment, the Clerk shall send the case to which money was applied to the judgment queue. If the extension form is not returned timely or is incomplete, the case to which payment was applied shall immediately be sent through the collections improvement program.

IT IS SO ORDERED. Signed and Entered this 12 day of May, 2015.

Sonya Letson
Presiding Judge