






**FINANCIAL
MANAGEMENT &
COURT
ADMINISTRATION**

FINANCIAL MANAGEMENT & COURT ADMINISTRATION

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OFFICER MILEAGE LOG (Art. 102.011(b), C.C.P.)

Article 102.011(b), Code of Criminal Procedure, provides:

...A defendant required to pay fees [as court costs for services of a peace officer] shall also pay **29 cents per mile** for mileage required of an officer to perform a service listed in this subsection and to return from performing that service. If the service provided is the execution of a writ and the writ is directed to two or more persons or the officer executes more than one writ in a case, the defendant is required to pay only mileage actually and necessarily traveled. In calculating mileage, the officer must use the railroad or the most practical route by private conveyance. The defendant shall also pay all necessary and reasonable expenses for meals and lodging incurred by the officer in the performance of [these] services, to the extent such expenses meet the requirements of Section 611.001, Government Code.

This subsection applies to:

- (1) Conveying a prisoner after conviction to the county jail;
- (2) Conveying a prisoner arrested on a warrant or capias issued in another county to the court or jail of the county; and
- (3) Traveling to execute criminal process, to summon or attach a witness, and to execute process not otherwise described by Article 102.011.

NAMES	TIME							MILEAGE	
	Year	Month	Day	Hour	Min.	__m.		Dollars	Cents

Peace Officer's Signature

Editor's Note: This chart can be used for the officer to record mileage for service of a warrant, capias, capias pro fine, summons, parental summons, subpoena, juror summons, or other process not specifically named.

It is a crime to intentionally or knowingly file a fraudulent court record or fraudulent instrument with the Clerk.

Es un delito grave registrar intencionalmente o a sabiendas un documento o un instrumento fraudulento con el actuario del tribunal.

RULE 12 LETTER

Date: _____

Name: _____

Address: _____

City, State, Zip Code: _____

Re: Response to Request for Public Access to Judicial Records

Dear _____,

I am in receipt of your request to inspect judicial records dated _____. This letter was received by the City of _____ Municipal Court on _____. It is my understanding that you are making a request for "judicial records" pursuant to Rule 12 of the Texas Rules of Judicial Administration. In your letter, you requested: _____

Your request seeks records that are not subject to Rule 12 and, by definition, are not "judicial records." Rule 12 expressly states:

Judicial record means a record made or maintained by or for a court or judicial agency in its regular course of business but not pertaining to its adjudicative function, regardless of whether that function relates to a specific case. A record of any nature created, produced, or filed in connection with any matter that is or has been before a court is not a judicial record.

Pursuant to Rule 12.9, Texas Rules of Judicial Administration, you have the right to appeal my decision. If you wish to do so, please direct your timely appeal to:

Administrative Director
Office of Court Administration
P.O. Box 12066
Austin, TX 78701

Although it is my determination that the Public Access to Judicial Records (Rule 12) does not apply to the records you requested, you may have a right to inspect the records under the common law right of the public to inspect court records. However, there are some exceptions.

If you wish to make a request under the "common law" right, you may contact the Court to set a time for the inspection. The Clerk responsible for processing these requests is _____ (name) and can be contacted at _____ (address and telephone number).

Sincerely,

Judge, Municipal Court

City of _____

ORDER OF RECUSAL OR DISQUALIFICATION (Sec. 29.055(b), G.C.)

CAUSE NUMBER: _____

STATE OF TEXAS § IN THE MUNICIPAL COURT
VS. § CITY OF _____
_____ § _____ COUNTY, TEXAS

ORDER OF (RECUSAL)(DISQUALIFICATION)

Comes now _____, Judge of the _____ Municipal Court, and finds that (on the court’s own motion) (on motion of the Defendant) (on motion of the State) that:

Disqualification is appropriate in this cause for the reason that:

- I am related to a party by affinity or consanguinity within the third degree, as determined under Chapter 573, Government Code.
- I served as counsel in this case.
- I have an interest in the outcome of this case or am an injured party in this case.

OR

Recusal is appropriate in this cause based on the following ground(s): _____

It is hereby ORDERED:

If the judge is not the presiding judge of the Municipal Court:

Pursuant to Section 29.055(b)(1)(A), Government Code, I request the Honorable _____, Presiding Judge of the Municipal Court of _____, to assign another judge to hear this cause.

OR

If the judge is the presiding judge of the Municipal Court or if the judge is the only municipal judge in the municipality:

Pursuant to Section 29.055(b)(1)(B)-(C), Government Code, I request the Honorable _____, Presiding Judge of the _____ Administrative Judicial Region, to assign another judge to hear this cause.

SIGNED this _____ day of _____, 20_____.

Judge, Municipal Court
City of _____

Editor’s Note: The grounds for recusal are stated in the Texas Rule of Civil Procedure 18b.

ORDER OF REFERRAL UPON MOTION FOR RECUSAL OR DISQUALIFICATION (Sec. 29.055(c), G.C.)

CAUSE NUMBER: _____

STATE OF TEXAS	§	IN THE MUNICIPAL COURT
VS.	§	CITY OF _____
_____	§	_____ COUNTY, TEXAS

ORDER OF REFERRAL TO HEAR MOTION FOR (RECUSAL) (DISQUALIFICATION)

Pursuant to Section 29.055(c), Government Code, the undersigned Judge hereby refers the attached Motion to Recuse or Disqualify filed in the above-numbered cause to the Honorable _____, Presiding Judge of the _____ Administrative Judicial Region, for assignment of a judge to hear the motion under Section 29.056, Government Code.

SIGNED this _____ day of _____, 20_____.

Judge, Municipal Court
City of _____

Editor's Note: The judge shall forward to the Regional Presiding Judge either the original or certified copy of this Order of Referral, the verified Motion to Recuse/Disqualify filed under Section 29.052, G.C., and any statements filed either opposing or concurring with the motion under Section 29.054, G.C.