*Below is a press release template for your court to report to local media that you are hosting a Municipal Courts Week event. Please review your press release for accuracy carefully prior to submission to the media. If you have any questions, please contact Ned Minevitz at* [*Ned@tmcec.com*](mailto:Ned@tmcec.com) *or (512) 320-8274.*

**FOR IMMEDIATE RELEASE**

**DATE**: Date you Submit to Media

**CONTACT**: Your Name, Your Title, Your E-Mail, Your Phone

**Your City, TX** – Your City Municipal Court is proud to announce a Municipal Courts Week celebration from November 4-8, 2019 at the courthouse located at Your Address. Municipal Courts Week is a week, prescribed by the 86th Texas Legislature in House Resolution 1658, dedicated to appreciating the contributions that Texas municipal courts make to the safety and well-being of our communities.

All are welcome to attend this free event! There will be information booths from organizations such as The Texas Department of Transportation, the Your City Fire Department, the Your City Police Department, and many more! Your City Municipal Court staff will be available to answer questions about the court’s role in the community. They will also be giving away free traffic safety materials and other goodies! The event will run during normal business, 8:00am-5:00pm, each day from November 4-8, 2019.

Free parking is available across the street from the court.