FINANCIAL MANAGEMENT & COURT ADMINISTRATION

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PAYMENT RECEIPT

CAUSE or CITATION N	• •
§	IN THE MUNICIPAL COURT
§	CITY OF
§	COUNTY, TEXAS
	for the above mentioned Cause or Citations Number(s) .)
	(Judge) (Clerk), Municipal Court City of, County, Texas
	\$ \$ \$ \$

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			TII	ME			MILEA	.GE
	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	
Your request seeks records that are not subject to Rule 12 and, by definition, are no	
Judicial record means a record made or maintained by or for a court or jubusiness but not pertaining to its adjudicative function, regardless of whether A record of any nature created, produced, or filed in connection with any matt not a judicial record.	that function relates to a specific case.
Pursuant to Rule 12.9, Texas Rules of Judicial Administration, you have the right to direct your timely appeal to:	appeal my decision. If you wish to do so, please
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 1 you may have a right to inspect the records under the common law right of the public to exceptions.	
If you wish to make a request under the "common law" right, you may contact the responsible for processing these requests is	
(address and telephone number).	
Sincer	ely,
	Judge, Municipal Court
	City of

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

	CAUSE NUMBER: _		
STATE OF TEXAS	§	IN THE MUNICIPAL CO	OURT
VS.	§	CITY OF	
	§	COUNTY, T	EXAS
	ORDER OF (RECUSAL)(D	ISQUALIFICATION)	
Comes now	Judge of the	Municipal	Court, and finds that (on the
court's own motion) (on motion of t	he Defendant) (on motion of the S	tate) that:	
Disqualification is appropriate i	n this cause for the reason that:		
Code. ☐ I served as counsel in this counsel		third degree, as determined under of party in this case.	Chapter 573, Government
OR			
	this cause based on the	following ground(s):	
		Tonowing ground(o).	
It is hereby ORDERED:			
If the judge is not the presid	ding judge of the Municipal Court:		
	055(b)(1)(A), Government Code, I to assign a	request the Honorablenother judge to hear this cause.	, Presiding Judge of the
OR			
If the judge is the presiding	judge of the Municipal Court or i	f the judge is the only municipal jud	dge in the municipality:
☐ Pursuant to Section 29.0		le, I request the Honorable	
SIGNED thisday of	, 20		
			Judge, Municipal Court
		City	

Editor's Note: The grounds for recusal are stated in the Texas Rule of Civil Procedure 18b. Grounds for disqualification are set out in the Texas Constitution and Article 30.01 of the Code of Criminal Procedure.

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 REFE	ERRAL TO HEAR MOTION	N FOR (RECUSAL) (DISQUAL	IFICATION)
Pursuant to Section 29.055(c), Government Code, the und	dersigned Judge hereby refers the	e attached Motion to Recuse or
Disqualify filed in the above-numb	pered cause to the Honorab	le	, Presiding Judge of the
Administrative Jud	dicial Region, for assignment	of a judge to hear the motion und	der Section 29.056, Government
Code.			
SIGNED thisday of _	, 20)	
		-	Judge, Municipal Court
		C	City of

Editor's Note: The judge shall forward to the Regional Presiding Judge either the original or a 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.

1

STATE OF TEXAS

VS.

CAUSE NUMBER:	
§	IN THE MUNICIPAL COURT
§	CITY OF

_COUNTY, TEXAS

BILL OF COSTS

§

Court Cost Description	Amount	Court Cost Description	Amount
State Consolidated Fee (Sec. 133.102, L.G.C.)	\$62.00	Local Consolidated Fee (Sec. 134.103, L.G.C.)	\$14.00
State Traffic Fine (Sec. 542.4031, T.C.)	\$50.00	Local Traffic Fine (Sec. 542.403, T.C.)	\$3.00
Child Safety Fine (Art. 102.014, C.C.P.)	\$25.00	Failure to Appear/Violate Promise to Appear Fine (Art. 45.203(c), C.C.P.)	Not to exceed \$25
Time Payment Reimbursement Fee (Art. 102.030, C.C.P.)	\$15.00	Jury Impaneling Reimbursement Fee (Art. 45.026, C.C.P.) (Actual costs incurred)	
Written Notice to Appear Reimbursement Fee (Art. 102.011, C.C.P.)	\$5.00	Omnibase Reimbursement Fee (Sec. 706.006, T.C.)	\$10.00
Jury Summonsing (Art. 102.011, C.C.P.)	\$5.00	Scofflaw Reimbursement Fee (Sec. 702.003(e-1), T.C.)	\$20.00
Serving a Writ Not Otherwise Listed (Art. 102.011, C.C.P.)	\$35.00	Third Party Collections (Art. 103.0031, C.C.P)	30% of the unpaid fines, fees, costs, restitution, or forfeited bonds
Warrant Reimbursement Fee (Art. 102.011, C.C.P.)	\$50.00	Defensive Driving Reimbursement (Art. 45.0511(f)(1))	\$10.00
Serving a Subpoena (Art. 102.011, C.C.P.)	\$5.00		
		Other Costs* (costs for peace officer's time testifying off-duty or mileage for certain transports)	*Calculated according to Art. 102.001(b), C.C.P.
		Total	\$

(municipal court seal)		
	City of	(Judge) (Clerk), Municipal Court
		, County, Texas

Editor's Note: Costs and fees will vary depending on many factors.

Date