

## **ROCKWALL MUNICIPAL COURT STANDING ORDERS**

### **STANDING ORDER NO. 3—PAYMENT OF FEES AND FINES**

The following shall apply to payment of Fines and Fees:

The Court Clerk may accept payment for a fine or fee at the Clerk's Window or by mail; provided, if a case has not been finally adjudicated by the Court, the Court Clerk may only accept payment of a fine or fee from the Defendant, the Defendant's attorney of record, or if by mail, if payment is accompanied by a signed plea of guilty or no contest.

The Court Clerk may accept payment of a fine or fee online; provided, if a case has not been finally adjudicated by the Court and payment is made in full, the Court Clerk shall prepare a judgment of conviction for entry by the presiding judge.

The Court Clerk may accept payment of a fine or fee received by mail or online in amounts up to ten dollars less than the full amount due or of the final judgment. Unless the Defendant is on a payment plan, if the amount received is more than \$10.00 deficient, the payment must be returned to the Defendant with a request for the correct amount. The Defendant shall be liable for any additional fees resulting from the late receipt of the fines and fees.

The Court Clerk shall accept late payment of a fine if the Defendant tenders the entire amount due at the Clerk's Window in satisfaction of the Court's deferred disposition order, if the payment is made within ten calendar days of the due date. In such cases, the Court Clerk shall prepare an Extension Order on the Deferred Disposition Order. A Defendant requesting an extension of more than twenty calendar days to pay the fine must be set on the next available Show Cause hearing document.

The Court Clerk shall accept late payment of fines and fees and court costs made by a Defendant that is past the court-ordered due date if the Defendant tenders the entire amount owed, including any additional fees required by law, upon payment of the amount owed.

SO ORDERED.

Signed this 24<sup>th</sup> day of June, 2021.



HON. MATTHEW R. SCOTT, PRESIDING JUDGE  
ROCKWALL MUNICIPAL COURT



HON. RYAN K. LEE, ASSOCIATE JUDGE  
ROCKWALL MUNICIPAL COURT