

**JUDGE'S STANDING ORDER NO. 2**  
**ACCEPTING A PLEA**

**IT IS ORDERED** that the Clerk may accept, a plea of "guilty", "no contest" or "not guilty" at the Clerks Window, via US Postal mail, or via email by the Defendant or his/her attorney. The Clerk shall file the plea in both the case jacket and case management software.

On all "not guilty" pleas the Clerk shall request all evidence from the Terrell Hills Police Department, place the Defendant on the next available Pre-Trial Conference docket and send notice to the Defendant.

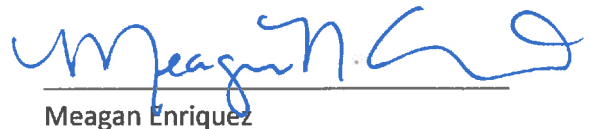
The Clerk shall direct all Juveniles to plea in open court with the mandatory accompaniment of a parent or legal guardian.

The Clerk shall direct a Minor to plea in open court if charged with the following alcohol violations.

1. Minor in Possession
2. Consumption of Alcohol/Minor
3. Purchase of alcohol by Minor
4. Attempt to Purchase Alcohol by Minor
5. Sale to Minor(s)
6. Driving or Operating a Watercraft Under the Influence of Alcohol by a Minor
7. Purchase of Alcohol for a Minor, Furnishing Alcohol to a Minor
8. Misrepresentation of Age by Minor
9. Importation by a Minor

All prior standing orders in conflict with this order are hereby withdrawn and are of no further effect.

**SIGNED AND ENTERED** on this the 19<sup>th</sup> day of March, 2025.



Meagan Enriquez

Presiding Judge

City of Terrell Hills Municipal Court

