

**JUDGE'S STANDING ORDER NO. 6**  
**PAYMENTS OF FINES AT WINDOW**

**IT IS ORDERED** that a Clerk may accept a payment of a fine and/or fee at the Clerk's Window. However, if the case has not been adjudicated (plea entered of guilt/innocence determined by the Court), a Clerk may accept payment of fine and/or fee from the Defendant or attorney only. The Clerk shall verify the identity of the person paying the fine and/or fee before acceptance. The Clerk may accept a plea pursuant to Standing Order No. 7.

All prior standing orders in conflict with this order are hereby withdrawn and are of no further effect.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

