

**JUDGE'S STANDING ORDER NO. 9**

**DRIVING SAFETY COURSE**

**IT IS ORDERED** that a Clerk may accept a request for the Driving Safety Course (DSC) option at the Clerk's Window or via US Postal mail, if the following requirements are met:

1. The Defendant enters a plea of guilty or no contendere/no contest, waives their right to a trial
2. The Defendant requests DSC no later than the "appearance date" stated on the citation or by the Court's written notice;
3. The Defendant files with the Court a signed affidavit complying with all eligibility requirements for DSC as set forth in Sec 45.0511(c)(3) of the Texas Code of Criminal Procedure;
4. The Defendant provides proof of Financial Responsibility, pursuant to the Texas Transportation Code, valid and in force as of the date the Defendant "signs up" for DSC with the Court. Proof must conform to the Standing Order Dismissal of Financial Responsibility Violations;
5. The Defendant presents a valid Texas Driver's License, permit or Active Duty Military identification along with a valid "Out of State" Driver's License;
6. The Defendant pays the DSC at time of request.

**IT IS ORDERED** that a Court Clerk may accept proof of completion of a DSC for dismissal of the case at the Clerk's Window, by mail or by email under the following circumstances:

1. The Defendant presents a certificate indicating the completion date, within the ordered time given, for the submission of the DSC certificate of completion and a type 3A driving record certified by the State of Texas Department of Safety (DPS) issued after the offense date.;
2. The type 3A driving record presented by the Defendant indicates the Defendant has NOT completed DSC for the purpose of dismissing a moving violation citation within twelve (12) months preceding the date of the citation;
3. The DSC certificate of completion indicates "Court Copy", is signed by the defendant and contains no alterations, modifications and/or erasures.

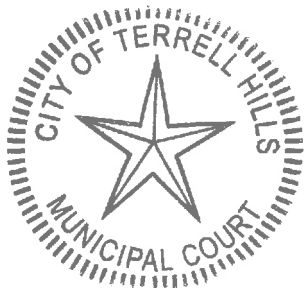
**IT IS ORDERED** that upon presentation and verification of completion, the Clerks shall present the case to the Court for dismissal.


If the Defendant fails to provide evidence of successful completion of the DSC within the time period allowed, the Clerk shall summon the Defendant to Court to show cause why such evidence was not submitted timely. If the Defendant fails to appear at the ordered show cause hearing, a final judgment shall be prepared for the Court's signature.

**IT IS FURTHERED ORDERED** that if the Defendant presents a uniform course completion certificate for DSC that indicates the course was completed after the citation was issued but prior to the date the court granted the DSC the Clerk shall accept the certificate and process the case as ordered above.

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.



  
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Meagan Enriquez  
Presiding Judge  
City of Terrell Hills Municipal Court