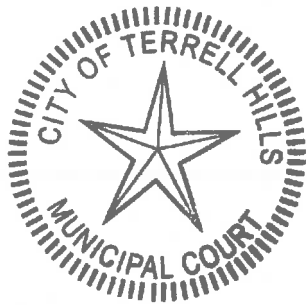


**JUDGE'S STANDING ORDER NO. 6**  
**PAYMENTS OF FINES AT WINDOW**

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All prior standing orders in conflict with this order are hereby withdrawn and are of no further effect.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 16<sup>th</sup> day of October, 2023.



  
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William B. Kingman  
Presiding Judge  
City of Terrell Hills Municipal Court