

## CITY OF WILLOW PARK MUNICIPAL COURT PROCEDURES

### Court Appearances:

If you were issued a citation, the law requires you to contact the court within 14 days from the date the citation was issued. If you have been released on bond you still must contact the court for a court date. You or your attorney may appear in court in person or by mail. No other person may make an appearance in your behalf.

Any person age 16 and under (21 for an alcohol-related offense) is considered a JUVENILE. In the case of a Juvenile the court is required to summon the parent(s) or legal guardian and the juvenile to appear before the Judge in open court on a specific date. Juveniles who fail to appear in court may have an additional charge of failure to appear filed against them. Juveniles who fail to appear or who fail to pay their fine will be reported to the Department of Public Safety who shall suspend or deny issuance of a driver's license.

The reason for contacting the court is to determine your plea. If you waive a jury trial and plead guilty or nolo contendere (no contest), you may pay your fine or request an appointment to speak with the Judge about extenuating circumstances surrounding the citation. Please note the Judge is not required to reduce any fine. If you wish to plead not guilty, the court will schedule you for a pre-trial hearing, then a trial before the judge, unless you request a trial by jury. To plead not guilty you must enter your plea **in writing**. Be sure to sign it and include your current address and phone number.

If you enter a plea of not guilty, you must come in for a pre-trial hearing, if you wish a trial by Judge or jury you will be notified of the date of your trial.

Failure to contact the court within 14 days of the date on the citation may result in a warrant being issued for your arrest.