# Fort Bend County
# JUSTICE OF THE PEACE COURTS

# RECORD OF
# STANDING ORDERS

# Standing Orders Numbers 1 - 4

1. COMPLIANCE DISMISSALS WITH ADMINISTRATIVE FEE
2. COMPLIANCE DISMISSALS WITH NO FEE
3. DEFERRED DISPOSITION
4. DRIVING SAFETY COURSE

## STANDING ORDER NO. 1:

### COMPLIANCE DISMISSALS WITH ADMINISTRATIVE FEE

The court clerks are authorized to process the dismissal of the following offenses in compliance with the Standing Motion of the Prosecutor and Order of the Court, upon the payment of the specified administrative fee if the evidence, set forth below, is presented. The clerk must keep a copy of the evidence presented for the file and attach it to the dismissal to be processed.

1. **Expired Registration/License Plate (Trans. Code § 502.407(b))**

   - If defendant presents satisfactory evidence that he/she remedied the defect within 20 working days or before the defendant's 1st court appearance date, whichever is later; and
   - The defendant presents evidence of payment of late fee for registration with the appropriate tax office; and
   - The defendant pays an administrative fee of **$20.00.**

2. **Expired Driver's License (Trans. Code § 521.026)**

   - If defendant presents satisfactory evidence that he/she remedied this defect within 20 working days or before the defendant's 1st court appearance date, whichever is later; and
   - The defendant pays an administrative fee of **$20.00.**

3. **Fail to Display Driver's License (Trans. Code § 521.025)**

   - If defendant presents satisfactory evidence that he/she had a valid Texas Driver's License on the day of the offense; and
   - The defendant pays an administrative fee of **$10.00.**

4. **No Front License Plate (Trans. Code § 502.404(f) and (g))**

   - If defendant presents satisfactory evidence that he/she remedied the defect before the defendant's court appearance; and
   - The defendant pays an administrative fee of **$10.00.**

5. **Obscured License Plates (Trans. Code § 504.945 (a)(3)(5)(6) or (7))**

- If defendant presents satisfactory evidence that he/she remedied the defect before the defendant's 1st court appearance;
- The defendant shows that the vehicle was issued a plate by the department that was attached to the vehicle, establishing that the vehicle was registered for the period during which the offense was committed; and
- The defendant pays an administrative fee of **$10.00.**

6. **Failure to Change Address or Name (Trans. Code § 521.054)**

- If defendant presents satisfactory evidence that he/she remedied the defect before the defendant's 1st court appearance; and
- The defendant pays an administrative fee of **$20.00.**

7. **Driver's License Endorsements or Restrictions (Trans. Code § 521.221)**

- If defendant presents satisfactory evidence that he/she remedied the defect before the defendant's 1st court appearance; and
- The defendant pays an administrative fee of **$10.00.**

8. **Defective Equipment Violations (Trans. Code § 547.004(c) and (d))**

- If defendant presents satisfactory evidence that he/she remedied the defect before the defendant's 1st court appearance; and
- The defendant pays an administrative fee of **$10.00.**

9. **Expired Disabled Handicap Violations Parking Placard (Trans. Code § 681.013) (Valid Placards are covered by Standing Order No. 2.)**

- If defendant presents satisfactory evidence that he/she remedied the defect by renewing the expired disabled parking placard within 20 working days from the date of the offense or before the defendant's 1st court appearance date, whichever is later; and
- The defendant pays an administrative fee of **$20.00.**

## STANDING ORDER NO. 2:

### DISMISSALS WITHOUT FEE

The court clerks are authorized to process the dismissal of the following offenses in compliance with the Standing Motion of the Prosecutor and Order of the Court if the evidence, set forth below, is presented. The clerk must keep a copy of the evidence presented for the file and attach it to the dismissal to be processed.

**1. Proof of Financial Responsibility (Trans. Code § 601.193)**

- Proof of financial responsibility is demonstrated by presenting a valid insurance card or insurance policy that covers the vehicle driven and the defendant at the time of the offense.
- All other defendants must see the Judge either at the window or be set on the arraignment docket.

***Note:*** Insurance policies must cover those who operate the vehicle with express or implied permission of the named insured; therefore, even if an individual has a no drivers' license offense, that individual may be covered if he/she was operating the insured vehicle with the express or implied permission of the named insured (Trans. Code §601.076).

**2. No Driver's License (Trans. Code §521.021)**

- Upon presentation of a driver's license, **valid on the date of the offense**, the clerk may dismiss; otherwise, the defendant must see the Judge.

**3. Handicap Violations (Trans. Code §681.011)**

- Upon the presentation of satisfactory evidence by the defendant that he/she had a valid placard on the date of offense and the placard has the Driver's License or ID of the defendant.

## STANDING ORDER NO. 3:

### DEFERRED DISPOSITION

***DEFENDANTS WITH A CDL DO NOT QUALIFY FOR, AND MAY NOT TAKE, DEFERRED DISPOSITION FOR A MOVING TRAFFIC VIOLATION. ANY JUDGMENT PROCESSED IN ERROR WILL BE RESCINDED AND THE DEFENDANT NOTIFIED OF A NEW COURT DATE.***

### A. ELIGIBILITY

The court clerks may process a request for deferred disposition for a moving traffic violation, upon a plea of guilty or no contest, provided:

- The offense did not involve an accident or injury to a human;
- The defendant was not speeding more than 30 MPH over the posted speed limit.

The following offenses are eligible for deferred disposition:

- Speeding;
- Speeding in a School Zone;
- License Violations – No DL, Expired DL, Fail to Display DL, Violate DL Restriction; and
- Failure to Maintain Financial Responsibility if the defendant now has proof of financial responsibility.

### B. PROCESSING A REQUEST FOR DEFERRED DISPOSITION AT THE CLERK'S WINDOW

The following requirements apply to processing a deferred disposition at the clerk's window:

1. *General provisions:* The court clerk may process a request for a deferred disposition at the clerk's window if the defendant:

    - Requests deferred disposition while the case is in an approved status (i.e., not in warrant);
    - Tenders full payment of the special expense fee at the time of request;

- Signs an application for deferred disposition and provides a current mailing address;
- Provides valid proof of a policy of financial responsibility naming the defendant as a covered driver if the deferred disposition is for the offense of Fail to Maintain Financial Responsibility; and
- Does not hold, and did not hold at the time of the offense, a commercial driver's license or permit if the offense is classified by state law or city ordinance as a violation involving motor vehicle operation or control.

2. *Length of deferral period, cost, and conditions are as follows:*

   - Insurance: 180 days deferred; $315.00 fine; and must maintain insurance in their name or that of the listed driver for 180 day deferral period with no lapses in coverage.
   - DWLI: Run DL Record
     a. If the DL has been reinstated, 180 days deferred; $275.00 fine; and must maintain DL.
     b. If the license has not been reinstated, 180 days deferred; $350.00 fine; court costs; and defendant is required to have the DL reinstated or obtain an occupational Driver's License before the end of the deferral period.
   - Speeding 1-15 over: 90 days deferred; $240.00 fine; and defendant shall have no new citations during the deferral period.
   - Speeding 16-24 over: 120 days deferred; $260.00 fine; and no new citations during the deferral period.
   - Speeding 25-30 over: 180 days deferred; $ 325.00 fine; and no new citations during deferral period
   - Speeding over 30: Set Defendant for Pre-Trial
   - Other Moving Violations: 90 days deferred; $ 240.00 fine; and no citations during deferral period

3. *Affidavit of Compliance:* The court may take an affidavit of compliance and dismiss no more than 30 days later than the compliance date.

***OTHER REQUESTS FOR DEFERRED DISPOSITIONS SHOULD BE SET FOR A PRETRIAL CONFERENCE.***

## C. PROOF OF COMPLIANCE

The following requirements apply to proof of compliance with the terms of deferred disposition:

1. *General procedure*. The court clerk may accept proof of compliance with the terms of deferred disposition at the clerk's window or by mail. After the court clerk receives proof of compliance, the court clerk will make appropriate comments in the computer system and send the case to the Judge's queue for dismissal. The court shall dismiss the case if the defendant has complied with all conditions as ordered by the Court.

2. *Driving safety course (DSC) and similar requirements*. If a driving safety course, community service, or other similar conditions are required by the court as a condition of the deferred disposition, completion of such requirements on a date or dates outside the deferral period will not automatically be accepted for compliance, and defendant must see the Judge, if available. The following documents must be submitted for compliance:

    - A certificate indicating timely completion of the driving safety course must be signed by the defendant, contain an indication that it is the "**COURT COPY**," and have no alterations, modifications and/or erasures; and
    - A driving record certified by the Texas Department of Public Safety, which was issued after the offense date, indicating the defendant's license status is eligible, and does not show that a driving safety course has been completed for the purpose of dismissing a moving violation within the twelve (12) months preceding the date of the current citation.

3. *Defendant to appear if documents are insufficient*. If a defendant appears in person and presents documents that are insufficient for dismissal, the court clerk shall send the defendant to see the Judge, if available. If the documents are provided by mail or download, the court clerk shall file the documents and send the case to the Judge's queue.

4. *Dismissal of case upon compliance*. If the court clerk receives sufficient proof of completion of the DSC, the court clerk will make appropriate comments in the computer system and present the case to the Judge for dismissal. The court shall dismiss the case if the defendant has complied with all conditions as ordered by the court.

5. *Show cause hearing*. If the defendant fails to provide evidence of successful completion of the DSC within the time period allowed, the defendant must appear at the show cause hearing and show why such evidence was not submitted timely. If the defendant fails to appear, the case shall be sent to the Judge's queue for judgment.

## STANDING ORDER NO. 4:

### REQUIRED DRIVING SAFETY COURSE

A defendant under 25 years of age at the time of the offense must take a driving safety course as a condition of deferred disposition for any violation classified as a moving violation under rules established by the Texas Department of Public Safety. If a driving safety course is required as a condition of deferred disposition, the defendant may take one course for all moving violations arising out of the same incident.

**THE FORT BEND COUNTY JUSTICE OF THE PEACE STANDING ORDERS NUMBERS 1 THROUGH 4 ARE HEREBY ADOPTED.**

**Signed this 15th day of May 2026.**

**JUDGE KELLY N. CROW**
**Justice of the Peace—Precinct 1, Place 1**

**JUDGE TRICIA K. KRENEK**
**Justice of the Peace—Precinct 1, Place 2**

**JUDGE RODERICK GARNER**
**Justice of the Peace—Precinct 2, Place 1**

**JUDGE JAPAULA C. KEMP**
**Justice of the Peace—Precinct 2, Place 2**

**JUDGE SONIA RASH**
**Justice of the Peace—Precinct 3, Place 1**

**JUDGE KENNETH CANNATA**
**Justice of the Peace—Precinct 3, Place 2**

**JUDGE KEISHA T. SMITH**
**Justice of the Peace—Precinct 4**