

**CITY OF SAN MARCOS COURT OF RECORD**  
**Hays County, Texas**

**FIRST EMERGENCY ORDER REGARDING**  
**THE COVID-19 STATE OF DISASTER**

**ORDERED that:**

Under the authority of the Supreme Court and the Court of Criminal Appeals and due to the current health and safety Crisis, the San Marcos Municipal Court of Record issues it first emergency order regarding the Covid-19 State of disaster.

1. The San Marcos Municipal Court facility will not be open for public access until May 8<sup>th</sup> 2020. Extensions of this date may be forthcoming based on the City of San Marcos, State Government or Federal Government directions.
2. Current Modified operations:
  - a. The Court will not be holding Dockets (scheduled court dates) until after May 8<sup>th</sup>, 2020.
  - b. The court phone lines will be open Monday thru Friday from 9 A.M. to noon and from 1 P.M. to 4 P.M. The court can accept payments by mail (money orders and checks), over the phone, and the internet portal during this time.
  - c. Defendants who would like to ask for a plea bargain offer from the prosecutor may send an email or a letter via the postal service requesting prosecutorial review. Please include your citation number or docket number, name and date of birth, address, email address and a good phone number. The court will reach out to you by phone or email regarding the prosecutor's decision, as to whether you want to accept any plea bargain that may be offered.
  - d. Defendants who would like to plead not guilty, please send a written notice indicating this decision either by email or postal mail. This information will be provided to the prosecutor for the purpose of providing discovery. The trial will not be set until the court resumes full operation.
  - e. Requests for extensions regarding cases that have judge's orders may be submitted in writing by postal mail or email for the Judge's consideration. Please include your citation number or docket number, name and date of birth, address, email address and a good phone number.
  - f. Defendants wishing to contest parking violations may send a written notice indicating the reasons for the judge to consider by email or a letter thru the postal service. Please include your citation number or docket number, name and date of birth, address, email address and a good phone number. A clerk will contact you regarding the judge's decision.

**Telephone:** 512-393-8190  
Monday - Friday 9 A.M. to noon and from 1 P.M. to 4 P.M

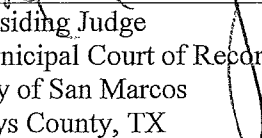
**Email address:**  
[municipalcourtinfo@sanmarcostx.gov](mailto:municipalcourtinfo@sanmarcostx.gov)

**Postal Address:**  
San Marcos Municipal Court  
712 S. Stagecoach Trail Ste 2233  
San Marcos, Texas 78666

**Internet payment portal:**  
[www.sanmarcostx.gov/court](http://www.sanmarcostx.gov/court)  
go to online payments  
read and agree to statements  
use bureau code# 3290449

On the 26<sup>th</sup> day of March, 2020

By order of:

  
\_\_\_\_\_  
Presiding Judge  
Municipal Court of Record  
City of San Marcos  
Hays County, TX

