

### **Is Laredo Municipal Court open?**

Due to the current health and safety concerns, the courthouse is closed to the public. All court proceedings are held virtually via Zoom. No in-person court proceedings at this time. Click [HERE](#) to view the Court Sessions calendar. The court calendar is updated on a weekly basis. The call center remains open during regular business hours Monday through Friday from 8am-5pm.

### **Where is Laredo Municipal Court located?**

Laredo Municipal Court is located at 4610 Maher Ave. in Laredo, Texas.

### **I received a citation, what do I do?**

Information on options for making an appearance in court, payments, and requests can be found on our website at our [CITATIONS AND OPTIONS](#) site.

### **I received a citation, how do I pay the citation?**

There are several methods to pay a citation.

**Mail** - Mail your payment, check or money order, to the courthouse at 4610 Maher Ave. Laredo, TX 78041

**Drop box** - Drop off your payment in the drop box located outside the front of the courthouse located at 4610 Maher Ave. Laredo, TX 78041. Payments are processed the next business day.

**Online** - Payments can be made online at [PAY ONLINE](#).

### **I received a citation, how do I appear in court?**

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**Email** – Email your request to [laredomunicipalcourt@ci.laredo.tx.us](mailto:laredomunicipalcourt@ci.laredo.tx.us). This can also be done via our website by clicking on the “contact us” tab at the top.

**Drop box** – Drop off your request in the drop box located outside the front of the courthouse located at 4610 Maher Ave. Laredo, TX 78041.

**Virtually** – The court sessions calendar can be found on our website at [SESSIONS CALENDAR](#). You will find the calendar with the different court dates and sessions. Log in on your scheduled court date and time. Instructions/guidelines and a video with information on how to participate virtually can also be found on our website. Court sessions are opened 15 minutes before the scheduled time and closed 15 minutes after the scheduled time. Once the session is closed, you can no longer log in. You will have to make your appearance in court in another court session.

### **How do I know when I’m scheduled to appear in court? When do I appear in court?**

Your scheduled court date can be found on your citation or you can search for your scheduled court date on our website at [COURT CALENDAR](#). Due to the current health and safety concerns, all court proceedings are held virtually via Zoom. No in-person court proceedings at this time. The calendar of all court sessions can be found on our website at [COURT CALENDAR](#). Instructions and a video with information on how to participate virtually can also be found on our website.

**I can't appear for court on my scheduled court date, what do I do?**

If you are not able to appear for court on your scheduled court date, you can pay your citation online at **[PAY ONLINE](#)**. You can also request a reset of your court date to future date not to exceed 14 calendar days. The request must be made in writing on or before your initial court date by mail, email, via the drop box located outside in front of the courthouse.

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**I missed my court date, what do I do?**

If you missed your court date, you can pay your citation online at **[PAY ONLINE](#)**. You can also appear virtually for court by logging in to the “Open/Walk In Docket”. Open/Walk In Dockets are held every Tuesday and Thursday at 11:00am. Due to the current health and safety concerns, all court proceedings are held virtually via Zoom. The calendar of all court sessions, can be found on our website at our **[SESSIONS CALENDAR](#)**. Instructions/guidelines and a video with information on how to participate virtually can also be found on our website. Court sessions are opened 15 minutes before the scheduled time and closed 15 minutes after the scheduled time. Once the session is closed, you can no longer log in. You will have to make your appearance in court in another court session.

**My court date is on a weekend or holiday? What do I do?**

If your scheduled court date was set for a weekend or holiday, your case is automatically reset for the appearance the next business day.

## Payments

### **I received a citation, how do I pay the citation?**

There are several methods to pay a citation.

**Mail** - Mail your payment to the courthouse at 4610 Maher Ave. Laredo, TX 78041

**Drop box** - Drop off your payment in the drop box located outside the front of the courthouse located at 4610 Maher Ave. Laredo, TX 78041. Payments are processed the next business day.

**Online** - Payments can be made online at [PAY ONLINE](#).

### **What methods of payments are acceptable?**

You can make your payment by mail or via the drop box via check or money order. Payments online can be made using a credit or debit card.

### **How do I check the status of a payment?**

You can check the status of your payment online at [PAY ONLINE](#). Search for your case, you will see the payment due date. The payment due date will reflect the next payment due date.

### **When is my payment due date?**

Payment due dates and balances can be checked online at [PAY ONLINE](#). Once your case information is displayed, it will include the payment date and balance for each case.

### **What if my financial situation has changed and I can no longer make my payments?**

If your financial situation has changed and you comply with the courts' order you would need to make an appearance in court. There are several ways you can make an appearance in court, in writing by mail, email, or drop box located outside the front of the courthouse, or by appearing virtually (Zoom). Due to the current health and safety concerns, all court proceedings are held virtually via Zoom. No in-person court proceedings at this time.

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### **I received a citation, can I make payment arrangements?**

For payment arrangements you would need to make an appearance in court. There are several ways you can make an appearance in court, in writing by mail, email, or drop box located outside the front of the courthouse, or by appearing virtually (Zoom). Due to the current health and safety concerns, all court proceedings are held virtually via Zoom. No in-person court proceedings at this time.

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## Virtual Court

### How do I appear for court virtually via Zoom?

The calendar of virtual court sessions can be found online at [SESSIONS CALENDAR](#).

Instructions/guidelines and a video with information on how to participate virtually can also be found on our website. It is strongly recommended for review the information to before logging into a court session. Court sessions are opened 15 minutes before the scheduled time and closed 15 minutes after the scheduled time. Once the session is locked, you can no longer log in. You will have to make your appearance in court in another court session.

### What time can I log in to a virtual court session via Zoom?

Court sessions are open for check-in 15 minutes *before* the scheduled court time. The session is locked 15 minutes *after* the scheduled court time. Instructions/guidelines and a video with information on how to participate virtually can also be found on our website. It is strongly recommended for review the information to before logging into a court session. Once the session is locked, you can no longer log in. You will have to make your appearance in court in another court session.

### Do I need to register to participate in a virtual court session via Zoom?

Once logged in to the court session, there is a check-in process that is required, you must check-in. Check-in is done by *chatting with your assigned court clerk* and providing your name, date of birth, phone number and an email address. Instructions/guidelines and a video with information on how to participate virtually can also be found at [GUIDELINES AND VIDEO](#). It is strongly recommended to review the information to before logging in to a court session.

### How do I check-in for a virtual court session?

Once logged in to the court session, there is a check-in process that is required, you must check-in. Check-in is done by *chatting with your assigned court clerk* and providing your name, date of birth, phone number and an email address. Instructions/guidelines and a video with information on how to participate virtually can also be found at [VIDEO](#). It is strongly recommended to review the information to before logging into a court session.

**How do I know who is my assigned court clerk so I can check in?** All participants are assigned a court clerk upon entering a virtual court session. You will see a number right before your name which corresponds to your assigned court clerk. Look at your name on the screen, if your name has a number 1 in front of it, you are assigned court clerk is "1 Court Clerk". If your name has a number 2 in front of it, you are assigned court clerk is "2 Court Clerk".

### What if I log in to the virtual court session but don't check in?

Cases are called by the judge in order of check-in. Unfortunately, if you do not check-in, there is no way the court can identify you and access your case. The court needs to identify the participant before case information can be obtained and your case can be called.

### What if I'm logged in to virtual court session and accidentally log off?

If you log off before speaking to the judge, you would need to make an appearance in another scheduled court session. The calendar of all court sessions can be found on our website at our [SESSIONS CALENDAR](#).

**What happens after I make my appearance in court?**

After you have made your appearance before the judge, you may exit the court session. Court personnel will process the judges' order and send them to you via email to the email you provided during check-in. Cases are processed as timely as possible. Keep in mind we are working as efficiently as possible so please allow up to 2 days to receive the email with the judgment. Review and sign and return the document via email. All instructions to comply with the courts' order will be included in the email.

**What if I appeared in court but I never received the courts' order?**

Cases are processed as timely as possible. Keep in mind we are working as efficiently as possible, please allow up to 2 days to receive the email with the judgment. If you do not receive the email, call the court at 956-794-1680.

## **Deferred Disposition**

### **I was ordered deferred disposition and pay a special expense fee, can I pay in installments?**

Payments can be made towards the case as long the entire amount ordered is paid in full on or before the due date. Payments can be made at [PAY ONLINE](#).

### **What if my financial situation has changed and I'm unable to comply with the courts' order? Need more time to comply with the courts order?**

If you were unable to comply with the courts' order or need more time to comply, you would need to make an appearance in court. There are several ways you can make an appearance in court, in writing by mail, email, or drop box located outside the front of the courthouse, or by appearing virtually (Zoom). Due to the current health and safety concerns, all court proceedings are held virtually via Zoom. No in-person court proceedings at this time.

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## Driving Safety Course

### **I was ordered to complete a driving safety course, where can I take the course?**

The driving safety course can be taken online or at any driving school that provides the course. The driving safety course must be approved by the Texas Department of Licensing and Regulation or a course under the motorcycle operator training and safety program approved by the designated state agency under Chapter 662, Transportation Code.

### **I've completed the driving safety course, what documents do I submit to the court in order for the case to be dismissed?**

In order for your case to be disposed (closed), you need to submit the following:

- 1) copy of driving license or permit
- 2) uniform certificate of completion of the driving safety course or verification of completion of the motorcycle operator training course
- 3) driving record as maintained by the Department of Public Safety (select option 3A)
- 4) proof of financial responsibility (insurance) that shows coverage the date the citation was received
- 5) payment of court costs and fees
- 6) affidavit stating the defendant was not taking a driving safety course or motorcycle training course on the date the request was made and has not completed such a course that is not shown on the defendant's driving record within the 12 months preceding the date of the offense. Affidavit can be found the document received by the court the date of your court appearance. Sign and return to the court.

All documents may be submitted by mail, email or drop box. Payment can be made online at [LINK TO PAY ONLINE](#).

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### **What if I am unable to comply with the courts' order?**

If you were unable to comply with the courts' order, you would need to make an appearance in court. There are several ways you can make an appearance in court, in writing by mail, email, or drop box located outside the front of the courthouse, or by appearing virtually (Zoom). Due to the current health and safety concerns, all court proceedings are held virtually via Zoom. No in-person court proceedings at this time.

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closed 15 minutes after the scheduled time. Once the session is closed, you can no longer log in. You will have to make your appearance in court in another court session.

**What if I need more time to comply with the courts order? Need an extension?**

If you need more time to comply with the courts' order, court personnel with authorized by the judge to grant one (1) thirty (30) day extension. *Requests for a 30 day extensions must be made on or before the due date* and may be submitted by mail, email or via the drop box. After your request has been processed, you will receive documentation stating the due date either by email or mail.

Any additional extensions can be granted only by the judge. Additional extensions requests may be made by mail, email, via the drop box or appear virtually via Zoom.

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## Compliance Dismissals

### Can I request a dismissal?

You may be able to request a dismissal of your case if you are charged with the following offenses:

Driving without financial responsibility

No driver license

Expired driver license

Expired motor vehicle registration

Unregistered motor vehicle

Failure to report change of address or name on driver's license

For information on compliance dismissals, [LINK TO COMPLIANCE DISMISSALS PAGE](#).

### I have a *capias pro fine* or an arrest warrant? What do I do?

Payment arrangements you would need to make an appearance in court. There are several ways you can make an appearance in court, in writing by mail, email, or drop box located outside the front of the courthouse, or by appearing virtually (Zoom). Due to the current health and safety concerns, all court proceedings are held virtually via Zoom. No in-person court proceedings at this time.

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### Pay arrest warrant online?

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