



To provide more options for access to the Court, Mansfield Municipal Court is beginning to set Virtual Court Dockets. This is designed for persons who have received a Class C citation(s) with the City of Mansfield and wish to have procedural access to the Judge about said citation(s) without physically appearing in Court.

These dockets will be set for one hour sessions at various times Monday- Friday between the hours of 9:00 a.m. to 3:00 p.m. and will be streamed live on the Court's YouTube site:

https://www.youtube.com/channel/UC1wegW_jmtz4l0TyBhYFQLA/featured?view_as=subscriber

Docket times will be posted on the [Court's website](#).

STEP ONE Does your case qualify to be addressed at a Virtual Hearing?

Cases that are ELIGIBLE for Virtual Court	Cases that are NOT ELIGIBLE for Virtual Court
All traffic moving violations Defective Equipment Disorderly Conduct Driving While License Invalid/Suspended Expired Registration Fail Change Address on Driver's License Fail to Maintain Financial Responsibility (No Insurance) No Driver's License/ Expired Driver's License Possession of Drug Paraphernalia Public Intoxication Theft Minor in Possession/Consumption of Alcohol or Tobacco Driving Under the Influence Public Intoxication by a Minor Juveniles (Citations for offenses that are alleged to have occurred when the defendant was aged 16 or younger)	Assault (including by contact, by threat, and Family Violence) Citations involving a Commercial Motor Vehicle City Ordinance Violations issued by Animal Control or by Code Enforcement Any case in which the prosecutor has exercised their right to be heard on the case.

Disclaimer: In accordance with the Office of Court Administration, all court proceedings are open to the public. Our virtual dockets will be broadcast via a [public website](#).

STEP TWO Is the outcome I seek possible in a Virtual Hearing proceeding?

Attending a Virtual Hearing allows a defendant to:

- Enter a plea of GUILTY or NO CONTEST.
- Upon entering such plea, request:
 - a Compliance Dismissal,
 - Deferred Disposition
 - DSC (Driver Safety Course)
 - Payment Plans
 - Alternative means of satisfaction of any money ordered or assessed on your citation.
- Enter a Pleas of NOT GUILTY and request to speak with the Prosecutor at a later court setting.
- Request a change of due date for payments, programs, community service or anything else previously ordered to be done by the Judge on your case.

STEP THREE Do you have the equipment/items necessary to participate in a Virtual Hearing on your case?

Requirements to request a Virtual Hearing



- You must have a device you can access a fast and stable internet connection that is compatible with ZOOM (PC, MAC, Smart Phone, Tablet, etc.)
- A webcam or built-in camera on your device that will allow the Judge to see you during the virtual hearing.
- The device must have a microphone connected that will allow you to talk to the Judge, and that will allow you to hear what the Judge is saying to you.
- Run a test via the Zoom platform here: <https://zoom.us/test>
- See here for more details regarding system requirements and getting started guides: <https://support.zoom.us/hc/en-us/categories/200101697>
- You must have a valid email address and you will need to have the ability to send completed Court paperwork via email.
- Acceptable form of identification.

STEP FOUR Request to have your case set on a Virtual Court Docket.

How to Request a Virtual Court Date

- Complete your virtual hearing request online, [click here](#).
- Email a completed [Request Form](#) to municipalcourt@mansfieldtexas.gov
- A clerk will respond to your email with 2-3 business days and inform you if you have been set on a Virtual docket. If you have been set you will be given the date, time and instructions on how to join the virtual courtroom at that time.
- By making this request online you authorize the Mansfield Municipal Court to contact you at the email and phone number you provide.
- Submission of the Virtual Court Hearing Request Form is a REQUEST ONLY. The Court will provide a response by email within 2-3 business days by using the email you provide on this form.
- If you have any questions, please call (817) 276-4716.

REMEMBER:

- Virtual dockets are courtroom settings and defendants are expected to uphold proper decorum in their manner and dress.
- Ensure to set aside time for the appointment
- Select a room environment that allows you to focus on discussing your case with the judge and minimize interruptions or background noise.