

TITLE 3

MUNICIPAL COURT¹

CHAPTER

1. CITY JUDGE.
2. COURT ADMINISTRATION.

CHAPTER 1

CITY JUDGE

SECTION

3-101. City judge.

3-101. City judge. Any officer designated by the charter to handle judicial matters within the city may preside over the city court and when so presiding or acting shall be known as the city judge. (1988 Code, § 1-301)

¹Charter reference
City court, city judge: § 1-12A.

CHAPTER 2

COURT ADMINISTRATION

SECTION

- 3-201. Maintenance of docket.
- 3-202. Imposition of fines, penalties and costs.
- 3-203. Disposition and report of fines, penalties, and costs.
- 3-204. Disturbance of proceedings.
- 3-205. Contempt of court.
- 3-206. Request for continuance.

3-201. Maintenance of docket. The city judge shall keep a complete docket of all matters coming before him/her in his/her judicial capacity. The docket shall include for each defendant such information as his name; warrant and/or summons numbers; alleged offense; disposition; penalties and costs imposed and whether collected; and all other information which may be relevant. (1988 Code, § 1-302, as replaced by Ord. #591, March 2017)

3-202. Imposition of fines, penalties and costs. (1) All penalties and costs shall be imposed and recorded by the city judge on the city court docket in open court. In all cases heard and determined by him/her, the city judge shall impose court costs in the following amounts:

Court costs	\$105.00
Fines	\$50.00
State litigation tax	\$13.75
Local litigation tax	\$13.25

One dollar (\$1.00) of the court costs in each case shall be forwarded by the court clerk to the state treasurer to be used by the administrative office of the courts for training and continuing education courses for municipal court judges and municipal court clerks. (1988 Code, § 1-303, as replaced by Ord. #591, March 2017, amended by Ord. #613, July 2018 *Ch7_01-04-21*, and replaced by Ord. #690, June 2023 *Ch8_12-04-23*)

3-203. Disposition and report of fines, penalties, and costs. All funds coming into the hands of the city judge in the form of fines, penalties, costs, and forfeitures shall be recorded by him/her and paid over daily to the city. At the end of each month, he/she shall submit to the city council a report accounting for the collection or non-collection of all fines, penalties, and costs imposed by his/her court during the current month and to date for the current fiscal year. (1988 Code, § 1-304, as replaced by Ord. #591, March 2017)

3-204. Disturbance of proceedings. It shall be unlawful for any person to create any disturbance of any trial before the city court by making loud or

unusual noises, by using indecorous, profane, or blasphemous language, or by any distracting conduct whatsoever. (as added by Ord. #591, March 2017)

3-205. Contempt of court. Contempt of court is punishable by a fine of fifty dollars (\$50.00), or such lesser amount as may be imposed in the judge' s discretion. (as added by Ord. #591, March 2017)

3-206. Request for continuance. A continuance fee for each case that is continued due to a request by the defendant shall be set at five dollars (\$5.00). (as added by Ord. #690, June 2023 *Ch8_12-04-23*)