

IF YOU WOULD LIKE TO REQUEST AN IN-PERSON HEARING WHERE YOU WOULD COME TO THE COURT TO MEET WITH THE JUDGE, YOU MUST COME TO THE COURT CLERK'S OFFICE ON OR BEFORE YOUR ANSWER DATE LISTED ON YOUR CITATION TO REQUEST THE HEARING.

**Prosper Municipal Court
250 W. First Street
Prosper, TX 75078
972-347-3020**

ONCE YOU RECEIVE YOUR COURT DATE AND TIME YOU SHOULD BE AWARE OF THE FOLLOWING

1. Please arrive at least 15 minutes prior to your session.
2. To protect the health and safety of participants, you will be required to complete a mandatory questionnaire and a temperature check before entering the courtroom.
3. You will also be required to wear a face covering during your court session (if you do not have one, one will be provided).
4. Individuals not on the docket to see the Judge will not be allowed into the courtroom unless approved by the Marshal.
5. Please bring all documentation required for your hearing. Some examples of required documents are:
 - Driver's License or Photo Identification
 - Proof of Auto Insurance
 - Registration Renewal
 - Any other document(s) that you feel may be necessary

YOU MAY NOT BE ALLOWED TO APPEAR BEFORE THE JUDGE IF THE FOLLOWING DECORUM REQUIREMENTS ARE NOT FOLLOWED:

- NO USE OF TOBACCO PRODUCTS
- NO PROPPING FEET OR SITTING ON TABLES OR RAILINGS
- NO LOUD NOISES, TELEVISION, MUSIC, ETC.
- NO FOOD OR DRINKS DURING THE HEARING
- ALL PERSONS IN ATTENDANCE OR PARTICIPATING IN ANY HEARING OR TRIAL SHALL BE DRESSED APPROPRIATELY SO AS TO MAINTAIN THE DIGNITY, INTEGRITY, DECORUM, SERIOUSNESS AND PROFESSIONAL ATMOSPHERE OF THE COURT
- **ABSOLUTELY NONE OF THE FOLLOWING WILL BE ALLOWED:**

PAJAMAS, NIGHT GOWNS, SLEEPWEAR, BATH ROBES, TANK TOPS, JEANS WITH HOLES OR CUT-OUTS, LOW WEARING PANTS WITH UNDER GARMENTS SHOWING, OFFENSIVE, INCITEFUL OR DISRESPECTFUL MESSAGES ON CLOTHING, POSTERS, BANNERS OR SIGNS, WEARING OF SUNGLASSES, HATS OR ANY TYPE OF HEAD SCARVES DURING THE HEARING, UNLESS SUCH ITEM IS OF RELIGIOUS NATURE OR FOR MEDICAL REASONS

- THE JUDGE, MARSHAL AND/OR BAILIFF SHALL HAVE THE DISCRETION TO HAVE ANY PERSON REMOVED FROM THE VIRTUAL HEARING
- QUESTIONS DURING COURT PROCEEDINGS SHOULD BE ADDRESSED TO THE JUDGE, MARSHAL OR BAILIFF, COURT CLERK

COURT SERVICES FOR VULNERABLE POPULATIONS

INDIVIDUALS WHO ARE OVER AGE 65 AND INDIVIDUALS WITH SERIOUS UNDERLYING HEALTH CONDITIONS, SUCH AS HIGH BLOOD PRESSURE, CHRONIC LUNG DISEASE, DIABETES, OBESITY, ASTHMA, AND THOSE WHOSE IMMUNE SYSTEMS ARE COMPROMISED SUCH AS BY CHEMOTHERAPY FOR CANCER OR OTHER CONDITIONS REQUIRING SUCH THERAPY ARE CONSIDERED TO BE VULNERABLE POPULATIONS

IF YOU FEEL THAT YOU MEET ANY OF THE CRITERIA ABOVE, PLEASE INFORM THE COURT CLERK IMMEDIATELY SO THAT ARRANGEMENTS MAY BE MADE TO ACCOMMODATE YOU AND ASSIST YOU WITH THE SERVICES YOU NEED. PLEASE INFORM THE COURT PRIOR TO ANY COURT APPEARANCE AT 972-569-1070 OR 972-347-3020.