

## GENERAL INFORMATION

- If you no longer want to have a trial, you may change your plea, in Court, to Guilty or No Contest before your trial begins. Requests for additional time to pay fines and costs imposed by the court may be made at that time. In most instances, the Judge will allow defendants to offer a brief explanation of the circumstances about the citation before a fine and costs are assessed.
- If your citation is for a moving violation, and a warrant of arrest has not been issued on your case, you may be eligible to have it dismissed by attending a driver improvement class. If interested, you may inquire at the Customer Service windows before your trial, or ask the assigned Judge, in Court, before your trial begins. Eligible participants may get a moving violation dismissed once every three years by attending a Court approved driver improvement class. The clerks at the Customer Service windows can provide you with information about the driving schools and the court costs and fees required. **This option is not available for defendants with a Commercial Driver License.**
- You may represent yourself at trial or you may have a lawyer represent you at trial. You are not eligible for representation by the Oklahoma City Public Defender's Office in traffic/criminal court.
- You may request a one-time continuance on your traffic or non-jury case by appearing in person at the Docket Counter at least 14 days prior to your assigned trial date if your case has a complainant or witnesses. The request must be made at least one day before your assigned trial date on cases without a listed complainant or witnesses.

A \$30.00 fee, per case, could be assessed for each continuance granted. Requests for continuance made on the day of trial are subject to approval by the assigned Judge.

## TRIAL PROCEDURE

- The trial is your opportunity to challenge the testimony and evidence offered by the City in support of the charge(s) filed against you. The City must prove guilt "beyond a reasonable doubt". If the Judge determines the City has failed to prove you guilty beyond a reasonable doubt, then you will be found not guilty and the case will be dismissed.
- The City presents its case first. After each City witness testifies, you will be given the opportunity to ask the witness questions about that witness' testimony, should you choose to do so.
- Once the City is finished, if you choose to present evidence, you will be given the opportunity to provide your account of the facts regarding your case or other relevant information. You may ask questions of any witnesses appearing on your behalf and present any physical evidence, documents, photographs, etc. which are deemed admissible by the trial Judge. After each of your witnesses has testified, the City Prosecutor will be allowed to ask questions.
- After all of the testimony and other evidence has been submitted, each side may be granted the opportunity to summarize their arguments before the Judge announces the verdict.

**ATTACH BOND RECEIPT HERE**

## ADDITIONAL INFORMATION REGARDING NON-JURY TRIALS

- As the person being charged with an offense, you are never required to testify at trial or answer questions regarding the facts of your case. Should you choose to testify however, you will be subject to questioning by the City Prosecutor and/or the assigned Judge.
- Make sure that both you and any witnesses testifying on your behalf are dressed in “court appropriate” attire (no bare feet, no shorts, no tank-tops, etc.). Failure to comply with the Court’s dress code may result in a continuance of your case, the exclusion of inappropriately dressed witnesses, or other remedy deemed appropriate by the Court.
- Physical evidence, documents, photographs, etc. that you wish to present to the Judge must first be examined by the City Prosecutor - who may or may not offer an objection based on their admissibility. Simply show the item in question to the prosecutor during the presentation of your side of the case at trial.
- In most instances, written statements offered on behalf of witnesses not in attendance are considered hearsay and are not admissible at trial. This rule of law applies to both notarized and non-notarized written accounts.
- Appeals from the Oklahoma City Municipal Court are made directly to the Oklahoma Court of Criminal Appeals. In order to fully preserve your rights on appeal, an official written transcript of your trial may be required. If you want a record of your trial simply notify the Court Clerk’s Office before your trial begins that you need a court reporter. There is a \$20.00 fee for a Court Reporter. If you later determine that you want a written transcript of your trial, you will pay the Court Reporter for a copy of the written transcript.
- Requests for body worn camera footage or unredacted Oklahoma City Police Department reports must be made in person at the Oklahoma City Municipal Counselor’s Office. The office is located on the third floor of the Oklahoma City Municipal Court building, 701 Couch Drive, Oklahoma City, Oklahoma 73102, Monday-Friday, 8:00 a.m. to 5:00 p.m.

## Interpreters

If you require an American Sign Language or foreign language interpreter at trial, please notify the Court Clerk’s Office at least 72 hours before your trial date. Call (405) 297-3898 for more information.

Si necesita un intérprete de lengua de señas estadounidense o un idioma extranjero en el juicio, notifique a la Oficina del Secretario de la Corte al menos 72 horas antes de la fecha de su juicio. Llame al (405) 297-3898 para más información.

## TDD Hearing and Speech Impaired (405) 297-1710

The courtrooms are equipped with hearing assistance systems. If you need this service, please request a receiver when checking in for court at the Customer Service window.

If you have questions regarding your options for this citation, please call:

Oklahoma City Municipal Court

(405) 297-3898

8:00 a.m. to 5:00 p.m.

Monday through Friday



The City of  
OKLAHOMA CITY

Municipal Court of Record

## Traffic/Criminal Trial Information

YOUR TRAFFIC/NON-JURY DIVISION  
CRIMINAL CITATION HAS BEEN SET  
FOR TRIAL ON

AT \_\_\_\_\_ AM / PM

The following information is offered as a general guide of the Oklahoma City Municipal Court’s Traffic/Criminal Non-Jury Trial process.

It is provided to assist you in understanding the process, and it is not to be considered as legal advice.

701 Couch Drive  
Oklahoma City, OK 73102