

## 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, shorts, tank-tops, etc.). Failure to comply with the Court’s dress code may result in the 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 hand the item in question over to the prosecutor during your 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 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 Judge before your trial begins that you need a court reporter (\$20 Court Reporter Fee). If you later determine that you want a written transcript of your trial, a charge of \$3.50 per page will be assessed and collected.

## Interpreters

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

Si usted necesita un intérprete de Leguaje de Seña Americano o un intérprete de lenguas extranjeras para el dia de su juicio, favor de notificar al menos 72 horas antes de la fecha del juicio. Para más información Llame al (405)-297-3898.

## 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 public counter.

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

**Oklahoma City Municipal Court  
297-3898**

**8 a.m. to 5 p.m.,  
Monday through Friday**



08/15



**The City of  
OKLAHOMA CITY**

## Municipal Court

# Traffic/Criminal Trial Information

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

AT \_\_\_\_\_ am / pm

IN COURT ROOM # \_\_\_\_\_

The following information is offered as a general guide of the Oklahoma City Municipal Traffic/Non-Jury Division Criminal trial process. It is provided to assist you in understanding the process and is not intended to be considered legal advice.

**700 Couch Drive  
Oklahoma City, OK 73102**

## **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 public counter before your trial, or ask your assigned Judge, in court, before your trial begins. Eligible participants may get one moving violation dismissed once every three years by attending a Court approved driver improvement class. The clerks at the public counter can provide you with information about the driving schools and the court costs and fees required. This option is not for defendants with Commercial Driver Licenses.
- 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 Offices 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 citizen complainant or citizen witnesses, or at least one day before your assigned trial date on simple cases with no listed citizen complainant or citizen witnesses. A \$15.00 fee, per case, will 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 setting 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 a defense, you will be given the opportunity to provide your account of the facts surrounding the issuance of your citation or other relevant information. You may ask questions of any defense 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, they will be subject to questioning by the City Prosecutor.
- 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's verdict is announced.

**ATTACH BOND RECEIPT HERE**