

Municipal Court



[Online Ticket Options](#)

Court Fines

Please consider conducting any business online or by using the safe drop box located at the Court. (This same procedure was in effect when the Court was closed during the Shelter in Place Order.)

Email: citycourt@wacotx.gov

Contact: (254) 750-5900

COVID-19 Information- Court Dates Affected

Court dockets scheduled between the dates March 19th through April 16th, 2020 have been reset. People should receive that reset information in the mail. If they choose, they can call the court at (254) 750-5900 and we can verbally provide them their newly assigned reset court date.

Note: If you have been issued a citation, we encourage you to use the safe drop box for payment (located to your right when you enter into the Community Service and Municipal Court Building) or the online system provided. We will continue to evaluate the situation and should we need to extend dates further, we will post here.

Courtroom Requirements

- Before entering the courtroom, the Court Bailiff/Security Officer will ask you COVID-19 related questions before your entry into the courtroom.
- Please maintain social distancing. The Court Bailiff/Security Officer will assign you to a courtroom seat. Please do not bring other persons with you for courtroom appearances. The only exception is if you are set for a Juvenile Court Docket which requires a parent or legal guardian present.
- **All individuals entering the courtroom will be required to wear face coverings at all times.**

Vulnerable Population

Based on the information gathered from the Center of Disease Control and Prevention, those at high-risk for severe illness from COVID-19 are:

- Persons 65 years of age or older – or – Persons who live in a nursing home or long-term care facility

Persons of all ages with underlying medical conditions, particularly if not well controlled, including:

- Persons with chronic lung disease or moderate to severe asthma
- Persons who have serious heart conditions
- Persons who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- Persons with severe obesity (body mass index [BMI] of 40 or higher)
- Persons with diabetes, chronic kidney disease undergoing dialysis or with liver disease.

Individuals who are in the vulnerable populations may contact the court to identify themselves as a vulnerable individual and request accommodations.

Accommodations may include, but are not limited to:

- Conducting proceedings remotely
- Separate time or date for an in-person hearing
- Written Appearance
- Emailing official court forms (to be signed and returned by Defendant)

Contact the City of Waco Municipal Court at: (254) 750-5900 or by email at citycourt@wacotx.gov.

Court Location & Hours

Mailing Address:

City of Waco Municipal Court
P.O. Box 2570
Waco, TX 76702-2570

[Municipal Court Contact Form](#)

Physical Address:

[Community Services & Municipal Court Building](#)
[201 W. Waco Drive](#)
[Waco, TX 76707](#)

Hours:

8 a.m. to 4:30 p.m. – Mon., Wed., Thurs., Fri., From 9 a.m. to

4:30 p.m. – Tues. ***END OF EACH BUSINESS DAY IS AT 4:30 P.M.**

*To be considered current day's business, any payments and correspondence must be placed in the Safe Drop Box by 4:30 p.m. daily. Any business after 4:30 p.m. will be considered next day business.

Phone: (254) 750-5900

Fax: (254) 750-5426

Directions

If traveling north or south from I-35:

- Take the S. 4th St. Exit; travel west on S. 4th St. for approximately 1 mile;
- At S. 4th St. and Waco Dr., cross through Waco Dr. and remain in the right hand lane;
- Turn right onto the first street on your right (Bosque Blvd.); then turn right onto the next first street on your right (3rd St.);
- Turn left into the parking lot of the Waco-McLennan County Health District and Community Services & Municipal Court Buildings. (The Municipal Court Building entrance faces this parking lot.)

If traveling west or east on Waco Drive:

- Turn onto S. 4th Street (traveling west, you will turn right onto S. 4th St.; traveling east, you will turn left onto S. 4th Street);
- Remain in the right lane; then turn right onto the first street on your right (Bosque Blvd.);
- Turn right onto the next first street on your right (3rd St.); then turn left into the parking lot of the Waco-McLennan County Health District and Community Services & Municipal Court Buildings. (The Municipal Court Building entrance faces this parking lot.)

For Pro se Litigants

If you are a pro se litigant, you can obtain self-help legal resources available through the Office of Court Administration's website at: <http://www.txcourts.gov/programs-services/self-help/> or through the [Texas State Law Library's website](#)..

Warrant Information:

Failure to make disposition on warrants may cause Texas Department of Public Safety to deny renewal of your Driver's License. **Only full payment** will clear the status with Texas Department of Public Safety and restore renewal of your License.

- **Accused may appear to pay by cash, money order or MasterCard, Visa and Discover Card.**
- **Accused may remit by mail with money order or cashier's check at: P.O. Box 2570, Waco, TX 76702**
- **Accused may remit at the court drop box at 201 W. Waco**

Dr., Waco, TX 76701

• Accused may remit online at
<https://www.municipalonlinepayments.com/wacotx>

No personal checks will be accepted for payment of Warrants. Money orders must be signed by accused and include the printed name, mailing address, driver license number & citation number to ensure proper processing.

Notice of Alternatives to Full Payment of Fines or Fees

The judgment and sentence for the offense you are charged is the payment of a fine and fees. If ordered to pay a fine and fees, and you cannot pay, notify the court immediately. If you are determined by the court to have insufficient resources or income to pay, the court is required to provide you other ways to discharge the fine and fees.

Need Help with a Legal Problem?

Need a lawyer? Want to find legal information or forms?
Want to do legal research? Find helpful information
at: www.texascourthelp.gov/

¿Necesita ayuda con un problema legal? Vaya a la
página: www.texascourthelp.gov/

Other Programs:

Driving Safety Course

Deferred Disposition Program

Dismissal Violations

Juvenile Teen Court

Report:

[Fee Records Report for the City of Waco Municipal Court](#)