

935 Court Appearances

935.2.4 HARD COPY OF SUBPOENA NOTIFICATIONS

Employees receiving a hard copy subpoena or notification will acknowledge it by initialing and dating the subpoena or notification and placing it in a Court Liaison drop box.

- (a) Employees unable to honor a subpoena or notification on the specified date/time shall adhere to the following procedures:
 1. ALR, County, or District Court
 - (a) Notate the reason for not being able to appear on the notification form; ~~and~~
 - (b) Indicate the date in which the employee will return to duty; and
 - (c) ~~Return-Email~~ the form to ~~a~~ Court ~~-Liaison~~ @austintexas.gov ~~drop box~~ within 24 hours of receipt of the subpoena.
 2. Municipal Court
 - (a) Complete a Municipal Court Motion for Continuance form [found on the "court" link in APDnet SharePoint or on the city mobile phone app.](#)
 - (b) ~~Notate the reason for being unable to appear on the Continuance form. Employees will not write the reason for being unable to appear on the subpoena notification form. The~~ [motion must have the Municipal Court number attached from the subpoena; not the APD report number.](#)
 - (c) ~~Give the Continuance form to their supervisor to approve and sign. The motion must have the officer's supervisor's email address filled in accurately.~~
 - (d) ~~Fax, interoffice mail, or hand-deliver supervisor approved Continuance forms to the municipal court prosecutor's office. Faxed forms should be placed in a Court Liaison drop box after faxing. The status can be verified by going to the Municipal Court Officer Inquiry link on APDnet, by calling (512) 974-4800, or by visiting the Court's website at~~ www.austintexas.gov/public. ~~Employees may also contact the prosecutor's office at~~ [\(512\) 974-4808](tel:5129744808) or prosecutor@austintexas.gov.
- (b) Employees are responsible for confirming with a Court Liaison whether they have been excused from court.