

**CITY OF DUNCANVILLE MUNICIPAL COURT OF RECORD**

**STANDING ORDER NO. 10**

**CORRECTION OF  
COURT RECORDS**

**THE COURT HEREBY ENTERS THE FOLLOWING STANDING ORDER regarding the Clerk's correction of court records:**

**CORRECTION OF ERROR IN COMPUTER RECORDS**

If after the filing of a citation or complaint, the Clerk observes that the Court's records of the Defendant's name or date of birth are incorrect based on a government-issued identification card or passport which has been presented to the Court by the Defendant, the Clerk may correct the computer records in the case to reflect the correct information as contained in the identifying document. The clerk shall make a comment indicating the correction that was made. If the Clerk has any question about whether the correction of the name or date of birth is appropriate, the Clerk shall refer the case to a Judge for further orders. The Clerk shall refer the correction of error to the City Prosecutor in accordance with the City Prosecutor's standing request regarding amendment of complaints due to error.

**CORRECTION OF ERROR IN CASE AT WARRANT**

In a case with an outstanding warrant, if the Clerk observes that the Court's records of the Defendant's name or date of birth are incorrect based on a government-issued identification card or passport which has been presented to the Court by the Defendant, the Clerk may correct the computer records in the case to reflect the correct information as contained in the identifying document. Under those circumstances, the Clerk shall cancel the warrant, remove the warrant fee, and correct the Court's records including the warrant affidavit to reflect the correct information as contained in a government-issued identification card or passport on file. The Clerk shall refer the correction of error to the City Prosecutor in accordance with the City Prosecutor's standing request regarding amendment of complaints due to error. Once an amended complaint is filed, the Clerk shall return the case to the Judge for issuance of a corrected warrant. The clerk shall make a comment indicating the correction that was made. If the Clerk has any question about whether the correction of the name or date of birth is appropriate, the Clerk shall refer the case to a Judge for further orders.

**COMBINATION OF JACKETS**

If the Clerk observes that the Court has records belonging to one identifiable Defendant which are listed under the Defendant's partial name or known alias on the MCRS computer software, the Clerk may consolidate or combine these jackets as appropriate to properly reflect all the violations under a single name, even if the original violations existed under different names of the same defendant. If the Clerk has any question about whether to consolidate or combine cases under one single name, the Clerk shall refer the cases to a Judge for further orders.

SIGNED AND ENTERED on this the 19<sup>th</sup> day of February, 2019.

JBR  
John Rizo, Presiding Judge