Austin

MEMORANDUM

To: Mayor and City Council

Through: Stephanie Hayden-Howard, LMSW, Assistant City Manager

From: Mary Jane Grubb, Municipal Court Clerk

Date: October 26, 2026

Subject: **Municipal Court Week 2026**

The purpose of this memorandum is to provide information about Municipal Court Week, which takes place November 2-6, 2026. Every year, Austin Municipal Court celebrates this statewide event to recognize the dedicated work of municipal court staff and the public services they provide.

One of the goals of Austin Municipal Court is to actively engage with the community and provide comprehensive public information. During Municipal Court Week, staff will reach out to the public by:

- **November 5 - Traffic Safety Event.** On November 5, Austin Municipal Court will hold a traffic safety event in partnership with *Watch UR BAC*, an alcohol and drug awareness program of the Texas A&M AgriLife Extension Service. There will be an intoxicated driving simulator and other traffic safety-related activities. The table will be at City Hall from 8 a.m. to 11:30 a.m. and at Austin Municipal Court's Main Courthouse from 12:30 p.m. to 4:45 p.m.

- **November 10 - Austin Youth Career Fest.** On November 10, Youth Services, a unit of Austin Municipal Court, will be hosting a table at Austin Youth Career Fest to share information with 8th-12th grade students about careers in Municipal Courts.

- **Promoting efforts through traditional and social media.** Staff will issue a press release, publish on social media, post flyers in the lobby of the Austin Municipal Court main courthouse and the court's North Customer Service Center, and share information with city employees through the Austin City News newsletter.

- **Launching Informational Video Series.** During Municipal Court Week, Austin Municipal Court will release a series of videos about Court services and functions. The videos cover what to expect if you have Jury Duty with Austin Municipal Court and Plea Options for Class C Misdemeanors.

Should have any questions, please contact Mary Jane Grubb, Municipal Court Clerk, at MaryJane.grubb@austintexas.gov or 512-974-4690.

cc: T.C. Broadnax, City Manager
Erika Brady, City Clerk
Jason Hadavi, City Auditor
Judge Sherry Statman, Municipal Court
CMO Executive Team
Department Directors