



MEMORANDUM

TO: Mayor, Council Members and City Management Staff
FROM: Mary Jane Grubb, Municipal Court Clerk
DATE: Wednesday, March 4, 2020
SUBJECT: Information regarding the relocation of the Downtown Austin Municipal Court

The purpose of this memo is to provide an update to the Mayor, Council and City Management Staff regarding upcoming changes to the main downtown Austin Municipal Court (AMC) facility and the south substation.

Downtown Relocation

The Austin Municipal Court (AMC) located on 700 E. 7th will permanently close on Wednesday, March 18th. It will move to the Bergstrom Tech Center, located at 6800 Burlleson Road, Building 310, Suite 175, and is set to reopen on Monday, March 23rd. Court services will be closed at all locations Thursday, March 19th and Friday, March 20th to accommodate the move. After and during the move, the Court will work with stakeholders to reset court appearances for anyone who misses a court date because they went to the wrong location.

Services to be made available at the new location include:

- Housing the functions and staff of the current main location
- Counsel rooms for attorneys to meet privately with their clients and/or defendants
- Separate areas for jurors, witnesses and defendants
- A fifth court room
- Expanded parking
- Adequate staffing and meeting spaces

The Municipal Court will maintain a presence downtown in City Hall for citizens to contest their civil parking violations. The civil hearing office will be open beginning March 23rd, from 9AM-12PM and 1PM-6PM.

If you have any questions, please contact Maryjane.Grubb@austintexas.gov. For more information, visit austintexas.gov/court.

cc: Spencer Cronk, City Manager
Nuria Rivera-Vandermyde, Deputy City Manager
Rey Arellano, Assistant City Manager
Jessica King, Interim Chief Communications Officer