



MOTION FOR CREDIT FOR TIME SERVED

If you have been incarcerated, you may request credit for time served. To request credit for time served, you must provide proof of incarceration from a jail or prison that includes the dates you were incarcerated.

To consider your request, you must enter a plea for the charge(s) for which you are requesting jail credit, if you have not done so already.

CHECK ONE PLEA: [ ] NO CONTEST or [ ] GUILTY

Please be advised your plea of No Contest or Guilty will result in a conviction that will appear on your record.

List the charge(s) for which you are requesting jail credit. If you have more than 3 charges you would like considered, list the additional charges on another page.

STATE VS.

CITATION/CAUSE NUMBER VIOLATION CHARGED

Defendant Name

Date of Birth

ACKNOWLEDGEMENT OF RIGHTS

I hereby enter a plea of No Contest or Guilty to the charge(s) listed above that I had not previously entered a plea for. In doing so, I understand I am waiving my right to a trial.

COMPLETE ONE OF THE FOLLOWING:

- a. I am currently incarcerated in (location) and I have been incarcerated continuously since (date).
b. I was incarcerated in (location) and I was incarcerated from (date) to.

SIGN HERE:

Defendant Signature

Date Signed

Email

Phone number

DO NOT WRITE BELOW THIS LINE - FOR COURT USE ONLY

ORDER

On, the above Motion for Credit for Time Served, which having been considered by the court is hereby, [ ] GRANTED [ ] DENIED

Signature of Magistrate or Judge

WAYS TO RETURN THE FORM:

Email: court@westlakehills.gov

Mail: City of West Lake Hills Municipal Court, 911 Westlake Drive, West Lake Hills, Texas 78746

Fax: (512)-327-1863. You may also submit completed forms in person. Incomplete forms will be denied. Completed forms will be submitted to a judge for review. If you have questions or would like to check the status of your request, please contact us at (512)327-1862, Monday-Friday, from 7:30am-5:00pm.