

**CITY OF WEST LAKE HILLS MUNICIPAL COURT OF RECORD, NO. 1**  
**REQUEST FOR ONE TIME 30 DAY EXTENSION TO PAY FINE**

***Instructions:*** You have 20 business days after receiving your citation to handle your citation. Complete this form and mail it to the clerk's office. ***It is your responsibility to follow up with the court at 512-327-1862 to verify receipt of your request. If your request pertains to more than one offense, a separate form is needed for each request.***

Defendant's Name: \_\_\_\_\_  
Citation #: \_\_\_\_\_  
Offense: \_\_\_\_\_  
DOB & DL #: \_\_\_\_\_  
Address w/APT#: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Cell # \_\_\_\_\_ Work# \_\_\_\_\_

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I am requesting a 30 day extension to pay my fine in full. **(PERSONAL AND BUSINESS CHECKS ARE NOT ACCEPTED)**

**Please be advised that if your payment is not made in full in 30 days the following will apply:**

- If any portion of the fines, fees and costs exceeds 30 days from the date of judgment, a \$25.00 "Time Payment" fee will be added as required by law.
- DPS notification for ineligibility for renewal on your driver's license with an additional fee of \$30.00 added to the offense (citation).
- A warrant of arrest will be issued with a warrant fee of \$50.00.

**PRIOR TO ENTERING YOUR PLEA OF GUILTY OR NOLO CONTENDERE, YOU HAVE THE OPTION TO VIEW ALL DOCUMENTS AND EVIDENCE IN YOUR CASE, EXCLUDING THOSE DOCUMENTS ORDERED WITHHELD BY A COURT OF PROPER JURISDICTION. BY SUBMITTING THE EXTENSION TO PAY REQUEST YOU WAIVE YOUR OPTION TO REVIEW THE DOCUMENTS AND EVIDENCE IN YOUR CASE.**

I am entering a plea of: **No Contest** OR **Guilty** (**circle only 1**) for the offense above. I do hereby waive my right to a jury trial and request to pay my fine in full.

Defendant Signature: \_\_\_\_\_ Date: \_\_\_\_\_