



**City of Southlake Municipal Court
Request for Court Date**

In order to set a court date, you must make an appearance in person, by mail, or by attorney representation within 20 business days after receipt of citation.

If requesting a court date by mail, please fill out the form below and mail to:

City of Southlake Municipal Court
600 State Street
Southlake, TX 76092

Citation # (s) _____; _____; _____; _____

Name _____

Address you would like the court to mail your notice:

_____, _____, _____
City State Zip Code

Please indicate which type of court setting you are requesting:

- ☐ Plea Hearing with Judge (in person/on site)
- ☐ Virtual Plea Hearing with Judge (appearing virtually, via the Internet)
- ☐ Teen Hearing with Judge (high/middle school students appearing in person/on site)
- ☐ Pretrial Hearing with Prosecutor (pleading not guilty and contesting the citation; appearing in-person/on site)
- ☐ Virtual Pretrial Hearing with Prosecutor (pleading not guilty and contesting the citation; appearing virtually/via the Internet)

Signature of Defendant

Date

Signature of Parent (for Teen Hearing Requests)

Date