

CITY OF RICHLAND HILLS
(REQUEST FOR CREDIT FOR TIME SERVED)

To consider your request, the Court requires the following:

1. A plea of either guilty or nolo contendere (no contest) in the cause(s) for which you are seeking jail credit.

2. OFFICIAL DOCUMENTATION stating:

- The offense for which you are or were incarcerated;
- The specific name of the facility and location where you are or were incarcerated;
- When you began your incarceration; and
- The date your incarceration is scheduled to end or did end.

Defendant: _____ Race: _____ Sex: _____ DOB: _____

I, the undersigned, do hereby enter my plea and appearance on the Complaint(s) Offenses(s) charged below. **(Initial in space indicating your plea)**

Case No. _____	Offense: _____	Bond Amt. _____	Guilty _____	NoContest _____
Case No. _____	Offense: _____	Bond Amt. _____	Guilty _____	NoContest _____
Case No. _____	Offense: _____	Bond Amt. _____	Guilty _____	NoContest _____
Case No. _____	Offense: _____	Bond Amt. _____	Guilty _____	NoContest _____
Case No. _____	Offense: _____	Bond Amt. _____	Guilty _____	NoContest _____

I have been informed of my right to a trial by jury. I waive that right of personal physical appearance before the Judge of the Municipal Court of the Town of Richland Hills, Tarrant County, Texas. Pleas accept my pleas as indicated by my initials above. In lieu of payment of a money fine, please give favorable consideration for the time served subsequent to my arrest for the above listed offenses. I understand that if granted, my request will result in the entry of convictions for these charges on my record. I further understand that conviction for these offenses may result in further action (fine, surcharges, etc....) taken against me by the State of Texas. I have attached necessary documents showing my time in custody.

I certify that I have been/was incarcerated in the _____ jail facility since/from _____ until _____. I have accumulated a total of _____ days of incarceration.

Defendant Signature

Date

Defendant Address: _____

Defendant phone #: _____

Please return to:

RICHLAND HILLS MUNICIPAL COURT
3200 DIANA DRIVE
RICHLAND HILLS, TX 76118
(817) 616-3825
Email – court@richlandhills.com

I understand it is my responsibility to follow up with the court to ensure this request was received.

Please keep a copy for your records.