

CITY OF WEST LAKE HILLS MUNICIPAL COURT OF RECORD, NO. 1

REQUEST FOR A COURT DATE

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.**

The Municipal Court has court hearings every 2nd and 3rd Thursday of the month. This form is to be used only for the first, initial court date request. **This form is not to be used to request a reset. Juveniles do not need to request a court hearing. The court will automatically mail a notice to the parent and the hearing will always be on the 2nd Thursday of the month at 4:00 P.M.**

“X” below which court hearing you would like for the court to set you on and mail notice to:

_____ I would like to request a court date on the 2nd Thursday of the month. This docket has morning and afternoon hearings. (9:00 A.M. – 3:00 P.M.) excluding the noon hour.

Comments: _____

_____ I would like to request a court date on the 3rd Thursday of the month. This docket only has morning hearings (9:00-10:00 A.M.)

Defendant's Name: _____

Citation #: _____

Offense: _____

DOB & DL #: _____

Address w/APT#: _____

City, State, Zip: _____

Cell # _____ Work# _____

When submitting this document, you must include a copy of your valid driver's license or some form of identification.

By signing this form in the space provided below I hereby swear and affirm that the information provided above is correct. By signing below I am entering a plea of **NOT GUILTY**. Once you appear in court you may then change your plea if you would like, to NO CONTEST or GUILTY.

Defendant Signature: _____ Date: _____

**West Lake Hills Municipal Court
911 Westlake Drive, West Lake Hills, Texas 78746**

Phone #: 512-327-1862