

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

REQUEST FOR RESET ON A COURT DATE

Instructions: 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 requesting a reset. After your request is received, reviewed and if eligible, the court will mail you a notice of reset. You may want to call prior to submitting your request to verify if you're eligible. **The court only grants 1 reset.**

Please write below the reason the reset is being requested.

_____.

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..

Defendant Signature: _____ Date: _____

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

Phone #: 512-327-1862