



WEST LAKE HILLS MUNICIPAL COURT
911 Westlake Drive | West Lake Hills, TX 78746 | Ph: 512-327-1862
www.westlakehills.gov/court | Email: court@westlakehills.gov

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. If an email is provided the court will return your notice electronically. It is your responsibility to follow-up with the court at 512-327-1862 to verify receipt of your request.

Any motions for a continuance need to be filed 7 days prior to your court setting. Any and all requests for resets need to be supported by documentation filed with your motion for why the reset is needed. Any motions filed less than the required time will be ruled on by the judge at the time of the docket setting. If your motion is granted, you will receive another date for your appearance. If your motion is denied and you do not appear, a warrant for your arrest may be issued. You are responsible for confirming whether your motion was granted or denied. **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# _____

Email: _____

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: _____