



ONE-TIME 30-DAY EXTENSION TO PAY FINE

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 along with a copy of your identification. **It is your responsibility to follow up with the court at 512-327-1862 to verify receipt of your request.**

Defendant's Name: _____

Citation #: _____

Offense(s): _____

DOB & DL #: _____

Address w/APT#: _____

City, State, Zip: _____

Cell phone number: _____ Work# _____

Email Address: _____

If an email address is provided your notice will be sent to you electronically.

I am requesting a 30-day extension to pay my fine(s) in full.

I am entering a plea of: **No Contest** OR **Guilty** Indicate one or the other.

I do hereby waive my right to a jury trial and request to pay my fine in full. (initial) _____

I am aware that if my payment is not made in full within the 30 days the following will apply:

- If any portion of the fines, fees and costs exceeds 30 days from the date of judgment, a \$15.00 Time Payment Reimbursement Fee will be added as required by law.
- DPS notification for ineligibility for renewal on your driver's license with an additional fee of \$10.00 added to the offense.
- A warrant of arrest may be issued with a warrant fee of \$50.00.

PRIOR TO ENTERING YOUR PLEA OF GUILTY OR NOLO CONTENDERE, YOU HAVE THE OPTION TO VIEW ALL DOCUMENTS AND EVIDENCE IN YOUR CASE, EXCLUDING THOSE DOCUMENTS ORDERED WITHHELD BY A COURT OF PROPER JURISDICTION. BY SUBMITTING THE EXTENSION TO PAY REQUEST YOU WAIVE YOUR OPTION TO REVIEW THE DOCUMENTS AND EVIDENCE IN YOUR CASE.

Defendant Signature: _____ Date: _____

*****METHODS OF PAYMENT AND CONTACT INFORMATION *****

Cash, Money Order, Cashier's Check
Payment by MasterCard, Visa, American Express or Discover in person or online at www.westlakehills.gov, if eligible
Phone: 512-327-1862 Email: court@westlakehills.gov
911 Westlake Drive, West Lake Hills, Texas 78746
DO NOT SEND CASH IN THE MAIL (No Checks)