**CAUSE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  JUSTICE OF THE PEACE, PCT. 2**

**KENDALL COUNTY, TEXAS**

**STATE OF TEXAS**

**vs**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Defendant**

**REQUEST FOR TIME SERVED CREDIT**

The court will consider alternative methods to discharge fines and court costs owed for traffic citations or other class c misdemeanor convictions. This request **MUST** be made in writing; the Court cannot consider oral requests for time served credit.

1. **PLEA OR FINDING OF GUILT/NO CONTEST –** The defendant must have a plea or finding or guilt in the cause pending before the court. (Will be a conviction on record.)
2. **SUBMIT EVIDENCE OF INCARCERATION –** The defendant must provide the Court evidence of time served, such as a book-in/book-out sheet. Please include this with the written request. Any request that does not have proof of incarceration with the initial request will not be considered for time served credit.

**If time served credit is GRANTED:**

**Driver’s License Holds –** The Court will **NOT** automatically release a hold on a defendant’s driver’s license. It may be necessary to pay an Omni fee to release the hold.

**If time served credit is DENIED:**

**Alternatives to time served credit –** If the defendant is not eligible for time served credit, the Court will consider alternatives, such as community service. This request also **MUST** be made in writing.

**DEFENDANT’S MOTION FOR TIME SERVED CREDIT**

**ON THIS DAY, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** the defendant request that the Court considers a request for time served credit as an alternative to payment of fines and court costs in the above and entitled cause.

**SIGNED THIS DAY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Defendant / Attorney Signature** |
| **Printed Name** |
| **Street Address/City/State/Zip** |
| **Phone Number/Fax Number** |
| **Email** |