



Complete this form and check the appropriate box for your request.

The form can be mailed, emailed (Courtonlinehelp@templetx.gov) or faxed (254-773-4301) to the court.

You **must** confirm receipt of all faxes and email by calling the above number.

***Note - The judge cannot discuss your case with you. The prosecutor and court staff are prohibited by law from giving legal advice. You may contact an attorney for legal advice. For local rules see the Municipal Court website www.templetx.gov**

(PLEASE PRINT)

| | |
|------------------|-------------|
| Name: | Citation #: |
| Mailing Address: | DL #: |
| City State Zip: | DOB: |
| Email: | Phone #: |

I have been charged with the offense _____ and plead; **(CHECK ONLY ONE PLEA)**

NOT GUILTY

Do **not check any other boxes** or enter comments about your case if you are entering a plea of "not guilty".

You will automatically be set for a pre-trial hearing with the prosecutor.

NO CONTEST; or

GUILTY

And request; **(check only one box)**

Driver Safety Course

Deferred Disposition

Community Service

Pay the balance in full within 30 days

Payment Plan – monthly payments

Time Serve / Jail Credit *(Required - Proof of incarceration)*

Teen Court *(Required-Proof of school attendance and under 17 must appear with a parent or legal guardian)*

*Note – A Financial Statement must accompany all No Contest and Guilty pleas.

OTHER REQUEST

Extension to provide; **(check all that apply)**

Proof of Insurance

Proof of registration

Valid Texas Driver's License

Driver's Safety Course court fees

Briefly describe any circumstances that will assist in granting your request in the space below.

| |
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| |

Defendant's Signature

Date

Judge's Signature

Date

