



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.

Juveniles (16 YOA and younger) do not need to request a court hearing. The court will automatically mail a notice to the parent. Hearings are on the 2nd Thursday of the month at 4:00 P.M.

\*\*\*\*\*

I would like to request a court date on the 2nd Thursday of the month. This docket has morning and afternoon hearings. (9:00 A.M. – 3:00 P.M.) excluding the noon hour.

I would like to request a court date on the 3rd Thursday of the month. This docket only has morning hearings (9:00-10:00 A.M.)

Please indicate if you need accommodations that the court needs to be aware of such as an interpreter:

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 and that I am entering a plea of NOT GUILTY.

Once you appear in court you may change your plea if you would like, to NO CONTEST or GUILTY.

Defendant Signature: \_\_\_\_\_ Date: \_\_\_\_\_