

REQUEST FOR JUDGE'S CONSIDERATION

Please note that this form is a written communication to the Judge of this Court asking for approval of a request. The Court reserves the right to either accept or reject the request. Making a request does not alleviate any obligations unless you receive written confirmation of the Judge's decision and follow all instructions. **No Person under age 17 may use this form. You must appear before the Judge in person with a parent or guardian.** Juveniles must call the Court when personnel are available to set up an appointment to see the Judge in person to enter a plea or make a request.

Name of Individual: _____ Date: _____ Time: _____ AM or PM
Mailing Address: _____ City: _____ State: _____ Zip _____
Telephone: _____ Email: _____

PLEASE CHECK THE BOX OF THE REQUEST(S) THAT APPLY BELOW:

- Request for Re-set of Scheduled Court Date:** This request does not automatically excuse you from your assigned court date or obligation. If it is accepted, you will be contacted from the information provided above as to the new court date. If rejected, you must appear as previously instructed. THIS REQUEST MAY BE MADE NO LATER THAN 2 BUSINESS DAYS PRIOR TO YOUR SCHEDULED APPEARANCE, COURT DATE, OR OBLIGATION. My current court date is _____ and I hereby make a request for a new date for the following reason:

_____. OR I have entered into a plea of "not guilty" on the opposite side of this page.

ANY OF THE REQUESTS BELOW REQUIRES THAT THE DEFENDANT ENTER A PLEA OF EITHER GUILTY OR NO CONTEST. PLEASE FILL OUT THE APPROPRIATE FORM IF NOT ALREADY ENTERED PREVIOUSLY.

- Please accept my payment of my assigned fine, court costs, and associated fees** if any. On the back side of this page, I have entered a plea of guilty or no contest and enclose \$ _____ as indicated on documentation given to me when I received my violation for _____ OR as instructed by Court personnel. Should this amount be incorrect, I understand I will be contacted and be obligated to pay in full. If I am entering a plea on more than one offense, I will create a separate request and plea form for each individual charge. Failure will cause me to return to court. PLEASE REFER TO PAYMENT SCHEDULE GUIDLINE AND MAKE PAYMENT BY CERTIFIED MAIL, IN PERSON, OR BY SENDING EMAIL TO COURT ALONG WITH THESE FORMS (SIGNED AND SCANNED INTO EMAIL) SO COURT MAY THEN CONTACT YOU FOR CREDIT CARD INFORMATION.
- Request a time schedule for making full payment of fine, court costs, and associated fees** if any. I have entered a plea of guilty or no contest for the offense of _____. I hereby ask the court to allow me to pay out my financial obligation in payments. Should this be granted, I understand that a one-time extra \$25.00 fee may apply if more than 30 days is needed to pay out my obligation. If I am asking for a time schedule payment plan for more than one offense, I will create a separate request and plea form for each individual charge. Failure will automatically cause the court to reject my request. If granted, Court personnel will contact me with the schedule which I must sign and return before it is valid. Failure on my part to follow the schedule may cause a capias pro fine to be issued for my arrest. I MUST RETURN THIS REQUEST ALONG WITH MY PLEA TO THE COURT BY CERTIFIED MAIL, IN PERSON, OR EMAIL TO THE COURT (SIGNED AND SCANNED) SO THAT THE COURT MAY CONTACT ME WITH A FINAL AGREEMENT THAT I MUST ALSO SIGN AND SEND BACK BEFORE IT BECOMES VALID.
- Request for the Court to modify or extend an already existing payment plan.** I have previously entered into a plea of guilty or no contest for the offense of _____ and been given a payment plan. I hereby ask the court to consider a change to this payment schedule for the following reason: _____

_____.
If accepted, the Court will notify me of the new schedule which I must sign and return before it becomes valid. Otherwise, I must continue to meet my current payment schedule or a capias pro fine may be issued for my arrest. Only one payment modification is allowed per request sheet.
- Request jail credit to my sentence.** I have entered a plea of guilty or no contest for the offense of _____. I spent _____ days in jail for this specific offense and ask the Court to grant me credit of this time served at a rate of \$100.00 per day to cover all or at least some of my assigned fine and court costs. If I am making this request for more than one offense, I understand that I will create a separate request and plea form for each individual charge. If accepted by the Court, any remaining financial obligation not covered by the jail credit must still be paid. Therefore, I have also checked one of the other boxes above to pay the remainder amount at this time or I am requesting a time payment schedule. PLEASE PROVIDE PAYMENT FOR REMAINDER OF AMOUNT. REFER TO PAYMENT SCHEDULE GUIDLINE AND MAKE PAYMENT BY CERTIFIED MAIL, IN PERSON, OR BY SENDING EMAIL TO COURT ALONG WITH THESE FORMS (SIGNED AND SCANNED INTO EMAIL) SO COURT MAY THEN CONTACT YOU FOR CREDIT CARD INFORMATION. I understand that the Court will need to confirm my jail time with the Burnet County Jail before any credit can be granted and I am financially obligated to pay for my entire sentence should my jail credit be less. Failure to make full payment may cause a capias pro fine to be issued for my arrest.
- Request for community service to pay fine and court costs.** I have entered a plea of guilty or no contest for the offense of _____. I ask the Court to set me for an appointment so that I may fill out any and all documents to show I qualify to perform community service in lieu of payment. The Court will decide if I qualify for this option. I understand that the Court will notify my of the appointment date by the information I have provided above. Should I receive no contact within 10 business days, I am obligated to contact the Court again. Failure to follow this procedure in any manner may cause a capias pro fine to be issued for my arrest. If I am making this request for more than one offense, I understand that I will create a separate request and plea form for each individual charge.