

**City of Lake Dallas Municipal  
Court**

*Address: 212 Main St, Lake Dallas, TX 75065*

*Phone: (940) 497-2226; Fax: (940) 497-2228*

---

**Time Served/Jail Credit Request Form**

If you have been incarcerated, you may request credit for time served. To request credit for time served, you must provide proof of incarceration from a jail or prison that includes the dates you were incarcerated.

To consider your request, you must enter a plea for the charge(s) for which you are requesting jail credit, if you have not done so already. Your signature on this form will serve as your plea of *No Contest*.

*Please be advised your plea of No Contest will result in a conviction that will appear on your record.*

Defendant Name: (Please Print) \_\_\_\_\_

Last Name

First Name

Date of Birth: \_\_\_\_\_

List the charge(s) for which you are requesting jail credit. If you have more than 3 charges you would like considered, list the additional charges on another page.

Case or Citation Number	Charge Description (if known)

You must attach proof of incarceration from the jail or prison you were incarcerated at. Proof must be signed by the sheriff or correction officer at the jail and must include dates of incarceration.

City of Lake Dallas Municipal  
Court

Address: 212 Main St., Lake Dallas, TX 75065

Phone: (940) 497-2226; Fax: (940) 497-2228

---

Time Served/Jail Credit Request  
Form

*I hereby enter a plea of No Contest to the charge(s) listed above that I had not previously entered a plea for. In doing so, I understand I am waiving my right to a bench or jury trial.*

---

Defendant Signature

---

Date

Completed forms may be mailed to Lake Dallas Municipal Court, 212 Main Street, Lake Dallas, Texas 75065 or faxed to (940)-497-2226. You may also submit completed forms in person.

Incomplete forms will not be processed. Completed forms will be submitted to a judge for review. You may check the status of your request by calling (940)497-2226. Please allow 7-10 days for your case to be reviewed.

---

Judge's Signature

---

Approval Date

08/16/17