



TROPHY CLUB MUNICIPAL COURT
100 MUNICIPAL DRIVE, TROPHY CLUB, TEXAS 76262
PHONE: (682) 831-4660 / FAX: (817) 491-9312
MON-FRI, 8:00AM – 5:00PM

INCARCERATED TIME SERVED REQUEST

The Judge will only grant credit for time served if the Defendant was incarcerated on Town of Trophy Club charges. Credit will not be extended for time a defendant spends in jail on unrelated charges or because he was placed in jail on another city's charges (i.e., Keller, Roanoke, Westlake, Denton County, etc.). An Incarcerated Time Served Request is generally requested either in jail or after release by formal written request. If in jail, they will forward all necessary paperwork to the Court for approval. Should the Defendant want to request credit for time served after he has been released from jail on a promise to appear, this can also be accomplished with the Court during the timeframe that is specified on the bond. . This is **NOT** the appropriate venue to request that a Defendant be able to lay out a fine prior to going to jail. This request must be made in person at the Court and transport to the Denton County Jail arranged.

THE JUDGE MAY GRANT CREDIT FOR TIME SERVED IN JAIL; HOWEVER, THIS INFORMATION MUST BE FORMALLY REQUESTED IN WRITING. THIS FORM IS NOT REQUIRED BUT PROVIDED FOR EASE.

DATE OF REQUEST: _____

DEFENDANT FULL NAME: _____

DATE OF BIRTH: _____

FACILITY & ADDRESS: _____

TELEPHONE/FAX NUMBER: _____

DATE INCARCERATION BEGAN: _____

EXPECTED RELEASE DATE: _____

DEFENDANT PLEA: **NO CONTEST** **GUILTY**

CAUSE NUMBER(S)

SIGNATURE

DATE

GRANTED **DENIED**

JUDGE, TROPHY CLUB MUNICIPAL COURT