



APPEARANCE OR COURT DATE RESET REQUEST

IF THE DEFENDANT HAS AN APPEARANCE DATE (The Defendant has received a ticket and is initially required to appear before the **COURT** within thirty (30) days (holidays, Sat, Sun excluded) :

- This form must be filled out, received and **GRANTED** by the Court **ON** or **BEFORE** the appearance date. Requests simply received **ON** the appearance date will **NOT** be accepted. If **GRANTED**, the Defendant will be set on the next available docket to appear before the Judge and notification of a new date will be sent through the mail. The Judge currently conducts sessions one (1) time per month. **RESETS CANNOT BE MADE BY PHONE.**

IF THE DEFENDANT HAS A COURT DATE (The Defendant has already contacted the Court and is previously scheduled to appear before the **JUDGE**):

- This form must be filled out, received and **GRANTED** by the Court **ON** or **BEFORE** the court date. Requests simply received **ON** the court date will **NOT** be accepted. Upon receipt and determination that the Defendant has **NOT** received a prior reset on this case, the Defendant will be set on the next available docket to appear before the Judge and notification of a new date will be sent through the mail. Otherwise, the Defendant must be present at the date and time originally scheduled. The Judge currently conducts sessions one (1) time per month. Only one (1) reset will be granted, and all extensions are **FINAL. RESETS CANNOT BE MADE BY PHONE.**

The Defendant currently has a conflict with the appearance or court date originally assigned to my citation. Please provide the Court a brief explanation below:

**IF YOU ARE SICK, YOU MUST PROVIDE A DOCTOR NOTE
MUST PROVIDE A COPY OF CURRENT IDENTIFICATION**

Therefore, the Defendant hereby submits this written request for a continuance with the understanding that a notification of a new appearance or court date will be provided through the mail.

Citation Number

Defendant's Name

Defendant's Signature

Current Address, City, State, Zip Code

Phone Number

Date

**TROPHY CLUB MUNICIPAL COURT
1 TRIOHY WOOD DRIVE, TROPHY CLUB, TEXAS 76262
PHONE: (682) 237-2990
E-MAIL: court@trophyclub.org
MON-FRI, 8:00AM - 5:00PM**