



Justice of the Peace

Precinct 4 Grayson County

REQUEST FOR TIME SERVED

The court will consider alternative methods to discharge fines and court cost owed for a traffic or other Class C misdemeanor conviction. The Judge must approve the request. The defendant(s) must submit their request either through mail, email, or in person. **The court cannot consider oral requests.**

STEPS TO REQUESTING TIME SERVED

- 1. PLEA OR FINDING OF GUILT/NO CONTEST-** The defendant must have a plea or finding of guilt in the cause pending before the court.
- 2. MAKE A REQUEST IN WRITING-** The defendant must make a written request of the court. You can use the form in this packet to do your written request.
- 3. SUBMIT EVIDENCE OF INCARCERATION-** They should provide the court evidence of time served such as a book-in and book-out sheet.

IF TIME SERVED IS GRANTED

DRIVER'S LICENSE HOLDS- The court will NOT automatically release a hold on a driver's license. It may be necessary to pay a \$10.00 Omni Fee to release the hold.

IF TIME SERVED IS DENIED

ALTERNATIVES TO TIME SERVED- If the defendant is not eligible for time served, the court will consider alternatives such as community service. Request will need to be made in writing.

WAYS TO RETURN THE FORM:

Email: JP4@co.grayson.tx.us

Mail: Grayson County Justice of the Peace Precinct 4 • PO Box 1964 • Van Alstyne, TX 75495

You may also submit completed forms in person. Incomplete forms will be denied. Completed forms will be submitted to Judge for review. If you have any questions or would like to check the status of your request, please contact us at **(903) 482-6543, Monday-Friday, from 8:00am-4:00pm (closed for lunch from 11:30am-12:45pm).**

CAUSE NUMBER: _____

State of Texas § **IN THE JUSTICE COURT**

v. § **PRECINCT 4**

Defendant § **GRAYSON COUNTY, TEXAS**

DEFENDANT'S MOTION FOR TIME SERVED

ON THIS DAY, the Defendant requests that the court consider a request for time served as an alternative to payment of fines and court costs in the above-entitled cause of action.

ACKNOWLEDGEMENT FOR RIGHTS:

I, undersigned defendants, do hereby enter the appearance in the above reference cause(s), wherein I am charged with the misdemeanor in the Grayson County Justice of the Peace Precinct 4. I understand that I have the right to lead "not guilty" and require the State to prove my guilt beyond reasonable doubt before a Judge or Jury, the right to hire an attorney and the right to subpoena witnesses.

ENTRY OF PLEA:

By Defendant

I, hereby knowingly and voluntarily waive my right to a jury trial and all other rights listed above, agree to pay all fines and fees and cost and enter my pleas of (check one):

GUILTY NOLO CONTENDERE (No Contest)

In support of this motion, the defendant submits evidence of time of incarceration and this motion.

The defendant, further states that he/she understands that the court will not release a hold on a driver's license until such time as an Omni fee is submitted to the court.

PRAYER

I pray that the court grants my request for time served.

Signed on this the _____ day of _____, 20____.

Signature

Printed Name

Street Address/City/State/Zip

Phone Number/Email