



**GARLAND**  
**MUNICIPAL COURTS**

**MOTION FOR CREDIT TIME SERVED**

If you have been incarcerated, since the offense date(s) of the citation(s) listed below, you may be entitled to credit for time served. To request 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. Requests may be submitted in person, mailed, or emailed to the Garland Municipal Court. The Judge must approve your request.

**STATE OF TEXAS**

vs.

Defendant's Name

Date of Birth

Citation/Cause # \_\_\_\_\_ Offense: \_\_\_\_\_

Citation/Cause # \_\_\_\_\_ Offense: \_\_\_\_\_

Citation/Cause # \_\_\_\_\_ Offense: \_\_\_\_\_

Citation/Cause # \_\_\_\_\_ Offense: \_\_\_\_\_

Citation/Cause # \_\_\_\_\_ Offense: \_\_\_\_\_

**ENTRY OF PLEA BY DEFENDANT**

I, the undersigned Defendant, do hereby enter my appearance in the above-referenced citation(s), and enter a plea of Guilty or No Contest (CHECK ONE), and waive my right to a jury trial. I acknowledge that the State has complied with all my discovery request(s) or I have not made such requests. I understand that my plea may result in a conviction appearing on either a criminal record or driving record.

**COMPLETE ONE OF THE FOLLOWING:**

- A. I am currently incarcerated in (location) \_\_\_\_\_, and I have been incarcerated continuously since (date) \_\_\_\_\_.
- B. I was incarcerated in (location) \_\_\_\_\_.  
I was incarcerated from (date) \_\_\_\_\_ to \_\_\_\_\_.

***\*DOCUMENTATION FROM FACILITY OF INCARCERATION MUST BE ATTACHED\****

Defendant's Name (printed)

Defendant's Signature

Date

Address

City

State

Zip

Home Phone

Cell Phone

Email

**DO NOT WRITE BELOW THIS LINE – COURT OFFICE USE ONLY**

**ORDER ON TIME SERVED**

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above Motion for Credit Time Served was considered by the Court, and is hereby: \_\_\_\_\_ GRANTED \_\_\_\_\_ DENIED

Presiding Judge, Garland Municipal Court  
Dallas County, Texas

Requests and documentation may be submitted to the Court in person, mailed to the Garland Municipal Court, 1791 West Avenue B, Garland, Texas 75042, or emailed to [timeserved@garlandtx.gov](mailto:timeserved@garlandtx.gov). A Defendant is responsible for verifying whether this motion has been granted.