

REQUEST FOR COURT DATE RESET

I, _____ am unable to appear on my initial court date and would like to request a reset. I understand that I am eligible for one (1) reset and any additional requests will be denied unless a cash bond is posted. I also understand that this request must be received by the Court 24 hours prior to my initial court date.

A new court date letter will be mailed to the address listed below.

Defendant Signature

Date

Defendant Address: _____

Defendant phone #: _____

Please fax or mail to:

RICHLAND HILLS MUNICIPAL COURT
3200 DIANA DRIVE
RICHLAND HILLS, TX 76118
(817) 616-3825
(817) 616-3826 Fax

I understand it is my responsibility to follow up with the court to ensure this request was receive.

Please keep a copy for your records.