



City of Austin Municipal Court

Address: 6800 Burleson Rd., Bldg 310, Ste 175, Austin, TX 78744

Mail: P.O. Box 2135, Austin, TX 78768

Phone: (512) 974-4800; *Fax:* (512)974-4882

Email: court@austintexas.gov; *Internet:* www.austintexas.gov/court



Out of Custody Jail Credit Request Form

If you have been incarcerated, you may request credit for time served. To request credit for time served, you must provide proof of incarceration from a jail or prison that includes the dates you were incarcerated. If you were in custody at Travis County Jail, we will be able to provide this proof to you at no charge.

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. Your signature on this form will serve as your plea of *No Contest*.

Please be advised your plea of No Contest will result in a conviction that will appear on your record.

Defendant Name:

Date of Birth:

List the charge(s) for which you are requesting jail credit. If you have more than 3 charges you would like considered, list the additional charges on another page.

Case or Citation Number	Charge Description (if known)

Were you in custody at Travis County Jail (Downtown or Del Valle Location)? Yes No

*If you answered no, you must attach proof of incarceration from the jail or prison you were incarcerated at. Proof must be signed by the sheriff or correction officer at the jail and must include dates of incarceration.



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I hereby enter a plea of No Contest to the charge(s) listed above that I had not previously entered a plea for. In doing so, I understand I am waiving my right to a bench or jury trial.

Defendant Signature

Date

Street Address

City State Zip Code

Telephone Number

Completed forms may be emailed to court@austintexas.gov or mailed to Austin Municipal Court, P.O. Box 2135, Austin, Texas 78768 or faxed to (512)-974-4882. You may also submit completed forms in person at any of our two locations.

Incomplete forms will not be processed. Completed forms will be submitted to a judge for review. You may check the status of your request online at <https://www.austintexas.gov/AmcPublicInquiry/pubportal.aspx?ReturnUrl=%2fAmcPublicInquiry%2f>.

If you have questions, please contact us at (512)974-4800, Monday-Friday, from 8am-5pm.

Judge's Signature

Approval Date

For Clerk Use Only:
Date/Time Booked in Travis County _____
Number of Jail Days Served: _____