



City of Bastrop Municipal Court of Record
Address: 104 Grady Tuck Ln., Bastrop, TX 78602
Phone #: 512-332-8650
Email: BMC@cityofbastrop.org

REQUEST CREDIT FOR TIME INCARCERATED

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 arrested and released.**

To consider your request, it is required you enter a plea for the charge(s) for which you are requesting time served. Please indicate your plea of either Guilty or No Contest below:

- GUILTY
 NO CONTEST

PLEASE BE ADVISED YOUR PLEA OF GUILTY OR NO CONTEST WILL RESULT IN A CONVICTION THAT WILL BE REPORTED TO THE DEPARTMENT OF PUBLIC SAFETY

NAME: _____ DATE OF BIRTH: _____

MAILING ADDRESS: _____

PHONE #: _____ EMAIL: _____

List the charge(s) for which you are requesting time served. If you have more than 6 charges you would like considered, list the additional charges on another page.

CASE OR CITATION NUMBER	CHARGE DISCRIPTION (IF KNOWN)

Defendant's signature: _____ Date: _____

Completed forms may be emailed to BMC@cityofbastrop.org or mailed to the Bastrop Municipal Court: 104 Grady Tuck Ln, Bastrop, TX 78602 or submit in person at 104 Grady Tuck Ln., Bastrop, TX 78602 (Monday thru Thursday, 8 am to 4 pm, Friday 8 am to 12 pm, excluding holidays)

Incomplete forms will not be processed. Completed forms will be submitted to the judge for review.