



Forest Hill Municipal Court  
3219 California Pkwy  
Forest Hill, Texas 76119  
817-568.3046  
fax 817-984-8254  
court@foresthilltx.org

### REQUEST FOR EXTENSION

**DEFENDANT NAME:** \_\_\_\_\_

**CITATION NUMBER:** \_\_\_\_\_

**OFFENSE:** \_\_\_\_\_

My plea to the court is: (mark only one)

\_\_\_\_\_ **NO CONTEST** and I waive my right to a jury trial or hearing by the court.

**OR**

\_\_\_\_\_ **GUILTY** and I waive my right to a jury trial or hearing by the court.

### **BY SIGNING BELOW I UNDERSTAND:**

1. I am requesting a ONE-TIME extension of 30 days to have my fines and fees paid in full.
2. The extension will begin from the date this request is made.
3. The court will send a courtesy notice advising of the due date. However, I am responsible for the full amount on the due date regardless of whether I receive the notice or not.
4. If I fail to meet my obligations by the due date, I will no longer be eligible for any type of arrangements and a **CAPIAS WARRANT** will be issued for my arrest on the balance due.
5. If any portion of the fines or fees is paid on or after the 31<sup>st</sup> day of this agreement, I will have a \$15 state time payment fee added to each outstanding violation.

\_\_\_\_\_  
Signature of Defendant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Number Work Number

\_\_\_\_\_  
Email Address

Please return this form by mail, fax or email.

FAX: 817-984-8254

EMAIL: court@foresthilltx.org

MAIL: Forest Hill Municipal Court  
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**\*\* This form must be filled out in its entirety. Incomplete requests will be denied. \*\***