



**City of Manor Municipal Court**  
Physical: 105 E. Eggleston  
Mailing: PO Box 589  
Manor, Texas 78653  
Office: 512-272-8178 Fax: 512-272-8636  
Email: court@cityofmanor.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 [court@manortx.gov](mailto:court@manortx.gov) or mailed to the Manor Municipal Court, PO Box 589, Manor, TX 78653 or faxed to 512-272-8636 or submit in person at 105 E. Eggleston St., Manor, TX 78653 (Monday thru Friday, 8 am to 5 pm, excluding holidays)

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