

DEFENDANT'S REQUEST FORM

CASE NO: _____

CHARGES: _____

COURT DATE: _____

I, _____, request the following:

Recall Bench Warrant _____ Continue Arraignment _____ Set Aside Estreature _____

Continue Civil Traffic Hearing _____ Continue Trial _____ Other _____

The reasons for my request are: _____

Defendant's Address: _____

Phone Number: _____

Under penalty of perjury, I hereby swear that the above information is true to the best of my knowledge and belief. Dated this ____ day of _____, 200__.

Defendant's Signature

Request GRANTED _____

Request DENIED _____ case continued to: _____

DATE: _____

Judge's Signature

Defendant notified of Court's Decision: _____

Date

Clerk

How Notified: () Phone () Mail () Person

NOTE: Resolving problems due to missed court dates and granting requests for continuances are not the responsibility of the Clerk's Office or the Judge's Assistant. These personnel have no authority to cancel bench warrants or give new court dates.

All requests to cancel bench warrants and to obtain new court dates must be in writing and submitted to the clerk. The clerk will forward same to the appropriate judge. The reasons for missing the court date or requesting continuance must be specifically stated in the request. Evidence confirming the reason (such as a letter from a doctor) should be attached.

cc: State Attorney
Defendant