

DEFENDANT'S REQUEST FORM

CASE NO: _____
CHARGES: _____
COURT DATE: _____ **20** _____

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 _____, 20_____.

Defendant's Signature

Request GRANTED _____
Request DENIED _____ CASE CONTINUED TO: _____

Date: _____ 20_____ _____
JUDGE'S SIGNATURE

Defendant notified of Court's Decision: _____ 20_____ _____
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 JUDGES ASSISTANT. THESE PERSONNEL HAVE NO AUTHORITY TO CANCEL BENCH WARRANTS OR GIVE NEW COURT DATES. THEY THEREFORE WILL NOT ANSWER ANY QUESTIONS OR LISTEN TO ANY REASONS FOR MISSED COURT DATES.

ALL REQUESTS TO CANCEL BENCH WARRENTS AND TO OBTAIN NEW COURT DATES MUST BE IN WRITING AND SUBMITTED TO THE CLERK. 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