



City of Portland Municipal Court

1900 Billy G. Webb Dr.

Portland, Tx. 78374

361-777-4543

www.portlandtx.com

Out of Custody Jail Credit Request Form

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 incarcerated. Proof must be signed by the sheriff or correction officer at the jail and must include dates of incarceration.

To consider your request, you must enter a plea for the charge(s) for which you are requesting jail credit, if you have not done so already. Your signature on this form will serve as your plea of *No Contest*. (*Attach copy of ID/Driver's License with request*)

Please be advised your plea of No Contest or Guilty will result in a conviction that will appear on your record.

Defendant Name:

Date of Birth: Driver's License No. & State:

List the charge(s) for which you are requesting jail credit. If you have more than 3 charges you would like considered, list the additional charges on another page.

Case or Citation Number	Charge Description (if known)

*** If you fail to provide proof of incarceration from the jail or prison you were incarcerated at the court will not accept request. Please note it is the defendant's responsibility to ensure that all information and forms are accurate and complete.**



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I hereby enter a plea of No Contest to the charge(s) listed above that I had not previously entered a plea for. In doing so, I understand I am waiving my right to a bench or jury trial.

Defendant Signature

Date

Completed forms may be emailed to janie.cardona@portlandtx.com or mailed to Portland Municipal Court 1900 Billy G. Webb Dr. Portland, Tx. 78374. You may also submit completed forms in person.

Incomplete forms will not be processed. Completed forms will be submitted to a judge for review. You may check the status of your request or If you have questions, please contact us at (361) 777-4543.

**** Please note it is the defendant's responsibility to ensure that all information and forms are accurate and complete.****