

## Instructions

### Not Guilty Plea/Request for Trial

1. Fill out the attached plea/request form completely and return to Laredo Municipal Court.
2. If you are entering a not guilty plea for more than one offense, fill out a separate form for each offense.
3. Form can be returned in person or by mail.

In person:

Laredo Municipal Court  
4610 Maher Ave.  
Laredo, Texas 78041

At the time of your appearance, you will be scheduled for a pretrial hearing at a future date.

By mail:

Laredo Municipal Court  
P O Box 579  
Laredo, Texas 78042

Upon receipt of your form, you will be scheduled for a pre-trial hearing and notified by mail of your hearing date. Please allow up to 30 days from the date your request is received for scheduling and notification.

**NOT GUILTY PLEA  
REQUEST FOR TRIAL**

Citation #: \_\_\_\_\_

Offense: \_\_\_\_\_

I, \_\_\_\_\_ enter a plea of not guilty and request a court  
(print name)  
date on the above referenced offense.

I understand that my first setting will be a pre-trial hearing with the Prosecutor.

Contact Information:

\_\_\_\_\_  
Address City State Zip Code

\_\_\_\_\_  
Cell Phone Home Phone Work Phone

\_\_\_\_\_  
Defendant Signature Date of Birth Date