Instructions for Completing Reset Form:

If you need to reset your Court date, you may come to Municipal Court or complete the Reset Form and fax or mail it to Municipal Court on or before your court date. Per the Judge's orders, you may only reset your case(s) **one time.** The Reset Form may only be signed by the person to whom the citation was issued. You cannot select your new Court date; in order to reset your case, you will need to call the Court (210-695-4472) or you may complete your Reset Form leaving the date blank. The Court resets your appearance date approximately 30 days from your original setting date.

Be advised that resetting your Court date (even in person) does not waive any of your rights (since you do not enter a plea), nor does it constitute an appearance before the Court.

On the Reset Form, fill in the Cause No: This is the Citation # at the top of your citation, and begins with an 8. On the next line of the Reset Form, print your name. Skip the date information, unless you have already called the Court to confirm the date you are promising to appear. Sign the form and provide your current address and telephone number.

Once you have faxed or mailed the Reset Form to the Court, call to confirm that the case has been reset in the court system. It is not the Court's responsibility to contact you. Failure to appear on your Court date will result in a Violate Written Promise to Appear charge, and additional charges will be added to your case(s).

HELOTES MUNICIPAL COURT
P.O. BOX 507
HELOTES, TEXAS 78023
PHONE 210-695-4472 FAX 210-695-6520

RESET FORM

CAUSE NO: _____

I_____, am requesting that my court date be reset or I have appeared in the Municipal Court of Helotes, Texas and my case has been reset for:

☐ Reset Court Date
☐ Reset by Fax-**Final**
☐ Other_____

On _____,20_____ at _____A.M./P.M. The Defendant understands that if he/she violates this promise to appear on the newly assigned court date, a warrant for arrest will be issued.

Signed this _____day of _____20_____,

_____	_____
Defendant's Signature	**Attorney for Defendant**
_____	_____
Physical Address	**Print Attorney's name**
_____	_____
City, State, Zip Code	**Telephone Number**
_____	
Telephone Number	

Notification of Address Change:
Under Article 45.0215 and Article 45.057(h), C.C.P., a child and parent are required to appear before the court and has an obligation to provide the court in writing with the current residence and address of the child. The obligation does not end when the child reaches age 17. On or before the 7th day after the date the child or parent changes residence, the child or parent shall notify the court of the current address. A violation of this obligation may result in arrest and is a Class C misdemeanor. The obligation to provide notice terminates on discharge and satisfaction of the judgment or final disposition not requiring a finding of guilty.