

INCARCERATED JAIL CREDIT RESPONSE LETTER

Name
Address
City and State

Date

Dear Sir or Madam:

The Court has received your letter requesting jail credit.

According to the Court’s records, your request for jail credit is for the following cause number(s):

To consider your request, the Court requires the following:

1. A plea of either guilty or nolo contendere (no contest) in the cause(s) for which you are seeking jail credit.
2. OFFICIAL DOCUMENTATION stating:
 - The offense for which you are incarcerated;
 - The specific name of the facility and location where you are incarcerated;
 - When you began your incarceration; and
 - The date your incarceration is scheduled to end.
3. Because you are accused and/or convicted of a criminal offense punishable only by the imposition of a fine, the Court construes your letter as a request to “lay out your fine.” To consider the request, you must complete and return a form entitled *Defendant’s Motion to Lay Out Fine in Jail*.

In response to your request:

AT THIS TIME, YOUR REQUEST CANNOT BE CONSIDERED, for the following reason:

- The Court has not received a plea of guilty or nolo contendere (no contest) in the cause(s) for which you are seeking jail credit. Please submit the enclosed form entitled *Plea Form: By Mail or Delivery to the Court*. Upon receipt of the form, your request shall be considered.
 - The Court has not received OFFICAL DOCUMENTATION (described above).
 - The Court has not received a *Defendant’s Motion to Lay Out Fine in Jail*. Please submit the enclosed form entitled *Defendant’s Motion to Lay Out Fine in Jail*. Upon receipt of the form, your request shall be considered.
- Because you were not incarcerated at the time the Court ordered you to be arrested and/or committed to jail in the above referenced matter(s), your request for concurrent jail credit is **DENIED**.
- Though incarcerated at the time the Court ordered you to be arrested and/or committed to jail in the above referenced matter(s), the incarceration is unrelated to the matter(s) before this Court, therefore your request for concurrent jail credit is **DENIED**. You must complete your current term of incarceration before beginning to earn any jail credit in the above referenced matters.
- Because of your incarceration at the time the Court ordered you to be arrested and/or committed to jail in the above referenced matter(s), the Court **GRANTS** your request for concurrent jail credit. The Court’s records shall reflect that the judgment(s) in the above referenced matter(s) are satisfied in full.

Sincerely,

Municipal Judge

City of _____