

**SEABROOK MUNICIPAL COURT**  
**Dick H. Gregg, III, Presiding Judge**  
**Jessica Ancira, Court Administrator**  
1700 1<sup>st</sup> Street, Seabrook, Tx 77586 Phone 281-291-5674

## **Guidelines for Requesting Credit for Time Served**

1. Defendants must present a written motion and proposed order for time served and on this motion you must enter a plea of guilty or nolo contendere (No contest).
2. This motion shall be supported by **CERTIFIED** documents showing the place, date confinement began and date confinement ended, if applicable. This document needs to be on official letterhead from the jail you are incarcerated in with signatures from jail personnel confirming you are incarcerated.
3. Defendant's motion must include their date of birth, citation number if known, and any other information that will identify you (ie:, driver's license number or social security number).
4. Upon receipt of the proper documents, the motion will be submitted to the Judge for review.
5. Contact the Court no sooner than 2 weeks after you have submitted your motion to inquire about the Judge's order.

