



## CITY OF ROANOKE & TOWN OF TROPHY CLUB REQUEST FOR COURT DOCKET HEARING

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ROANOKE CITATION

TROPHY CLUB CITATION

**Citation Number:** \_\_\_\_\_

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

**Printed Name:** \_\_\_\_\_

As the defendant in the above numbered cause, I understand that I must handle my citation on or before the appearance date on my citation. I request that this matter be placed on the next available court docket, and I understand notice will be mailed and emailed to my address below and it will be my responsibility to verify the date of the court docket hearing.

Should I decide to handle this matter by mail (or in person at the clerk's office), I agree to do so on or before the court appearance date, by having my mail postmarked, hand delivered or paid online with the understanding that this constitutes a plea of guilty and will result in a conviction on my driving record for moving/traffic offenses.

\_\_\_\_\_  
Defendant Signature

\_\_\_\_\_  
Date

**PLEASE PRINT CLEARLY :**

Address : \_\_\_\_\_

City, State, Zip : \_\_\_\_\_

Telephone : \_\_\_\_\_

Email : \_\_\_\_\_

**Upon receipt of your request the Court Clerk's office will review and mail/email notice of your scheduled court appearance date to you. If your address changes please make sure to update the Court Clerk's office. \*PLEASE NOTE ALL APPEARANCES ARE IN-PERSON IN OPEN COURT.**