Date:

VELVA L. PRICE, TRAVIS COUNTY DISTRICT CLERK RECORDS REQUEST

REQUEST SUBMITTED BY:		
NAME:	EMAIL:	
ADDRESS:	CONTACT PHONE NUMBER(S):	
REQUEST FOR RECORDS IN CASE # ONE CASE # REQUEST PER FORM (\$5.00 FEE IF SEARCH REQUIRED*)	,	
CIVIL / FAMILY CASE:	CRIMINAL CASE:	
district.civilrecords@traviscountytx.gov	districtcriminalrecords@traviscountytx.gov	
PLAINTIFF/ PETITIONER:	DEFENDANT:	
DEFENDANT/ RESPONDENT:	DEFENDANT DATE OF BIRTH:	
CHILD/ CHILDREN:	OFFENSE DATE:	
APPROXIMATE DATE CASE FILED (When the case first started, not the date it ended):		
SPECIFY DOCUMENT(S) NEEDED: Docket Sheet Final Judgment/Decree/Dismissal All Orders Original Petition Original Answer		
Jury Verdict Entire File Bill of Costs Other: SPECIFY DOCUMENTS TO BE CERTIFIED? YES NO		
		DI D FOR DICKUR
DELIVERY METHOD: U.S. MAIL (Mail delivery fee \$3.00) EMAIL HOLD FOR PICKUP		
OTHER INFORMATION / INSTRUCTIONS:		
METHOD OF PAYMENT: Check enclosed Money Order Exempt(Please specify)		
Credit card authorization via signature below		
(Form of payment must be encl VISA MASTERCARD AMEX DISC	osed to process this request) CARD #:	EXP DATE:
	CAND #.	LAI DAIL.
AMOUNT NOT TO EXCEED: \$	Driet same on cord and sign	
CREDIT CARD PAYMENTS CHARGED A NONREFUNDABLE 3% CONVENIENCE FEE WITH A MINUMUM FEE OF \$3.00	Print name on card and sign SIGNATURE:	
FEE SCHEDULE		
*Records search: \$5.00 per name or item searched Certified or paper copy: \$1.00/page Certificate on certified copy: \$1.00	Copy from microfilm (paper or electronic): \$1.00/page Emailed electronic copy: \$.75/page Mail delivery fee: \$3.00	
MAIL REQUEST TO:	EMAIL REQUEST TO:	
DISTRICT CLERK RECORDS SEARCH	CIVIL: district.civilrecords@traviscountytx.gov	
P.O. BOX 679003 AUSTIN, TX 78767-9003	CRIMINAL: districtcriminalrecords@traviscountytx.gov	
(512) 854-9457		
FOR CLERK S USE ONLY		
Search: \$ Emailed electronic copy: \$		Mail delivery: \$ 3.00
TOTAL CHARGED: \$ PMT RECEIPT #: CREE	#: HTUA TIC	
PMT PROCESSED AND SENT BY:ON:		
PLEASE ALLOW 7-10 BUSINESS DAYS TO PROCESS		