

**AMALIA RODRIGUEZ-MENDOZA, TRAVIS COUNTY DISTRICT CLERK
RECORDS REQUEST**

REQUEST SUBMITTED BY:

NAME:	EMAIL:
ADDRESS:	CONTACT PHONE #s:

REQUEST FOR RECORDS IN CASE #
ONE CASE # REQUEST PER FORM (\$5.00 fee if case # search required*)

<input type="checkbox"/> CIVIL / FAMILY CASE	<input type="checkbox"/> CRIMINAL CASE
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PLAINTIFF/ PETITIONER:	DEFENDANT:
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DEFENDANT/ RESPONDENT:	DEFENDANT DATE OF BIRTH:
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CHILD/ CHILDREN:	OFFENSE DATE:
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APPROXIMATE DATE CASE FILED
(when the case first started, not the date it ended):

WHICH DOCUMENT(S) NEEDED?

DOES THIS DOCUMENT COPY NEED TO BE CERTIFIED?: YES NO (Certified copies available in paper only)

DELIVERY METHOD: U.S. MAIL (Mail delivery fee^)
 E-MAIL (Not available for certified copies) HOLD FOR PICK UP

OTHER INFORMATION / INSTRUCTIONS:

METHOD OF PAYMENT: Check enclosed Credit card authorization via signature below

CARD TYPE: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER	CARD #:	EXP DATE:
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AMOUNT NOT TO EXCEED: \$ _____
CREDIT CARD PAYMENTS CHARGED A NONREFUNDABLE 3% CONVENIENCE FEE WITH A MINIMUM FEE OF \$3.00

FEE SCHEDULE	
*Records search: \$5.00 per name or item searched Certified or paper copy: \$1.00/page Certificate on certified copy: \$1.00/document	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:
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DISTRICT CLERK RECORD SEARCH P.O. BOX 679003 AUSTIN, TX 78767-9003 512-854-9457	CIVIL: district.civilrecords@co.travis.tx.us CRIMINAL: district.criminalrecords@co.travis.tx.us
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FOR CLERK'S USE ONLY:

Search: \$ _____ Emailed electronic copy: \$ _____ Paper/microfilm copy: \$ _____ Mail delivery: \$3.00

TOTAL CHARGED: \$ _____ PMT RECEIPT #: _____ CREDIT AUTH #: _____

PMT PROCESSED BY: _____ ON: ____ / ____ / ____

RECORDS SENT BY: _____ ON: ____ / ____ / ____

