

## DENTON COUNTY DISTRICT CLERK RECORD REQUEST FORM

1450 E. McKinney  
Denton, TX 76209  
Phone: 940-349-2200

www.dentoncounty.com

P.O. Box 2146  
Denton, TX 76202  
FAX: 940-349-5754

Requestor:	Date:
Email:	Fax:
Address:	Phone:
City, State, Zip:	

Complete below (**please be specific**) or print out a case summary from the Denton County Judicial Records Search website located at <http://justice1.dentoncounty.com/>, mark the requested documents and fax with this form.

\*\*\*\*\* Cases filed since 1990 are located on the Judicial Records Search website. \*\*\*\*\*

Please allow up to 10 business days for your request to be completed.

Case/Cause #: \_\_\_\_\_ Party Name: \_\_\_\_\_

Certified Copy                     
  Plain Copy/E-Mail                     
  Clerk's Certificate

**Document Title**

**Date Document Filed**

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File Date: \_\_\_\_\_

File Date: \_\_\_\_\_

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- Copies are **\$1.00** per page. Payment can be made by cash, money order, or credit card (American Express, MasterCard, Visa and Discover). Credit card charges are subject to a **2.75%** transaction fee of the total amount charged. Personal checks **are not** accepted.
- **Plain copies** can be emailed or faxed to the information provided above. **Certified copies** will be mailed regular USPS First Class mail. **If requestor prefers a different delivery method, please include separate envelope with pre-paid shipping label with request.**
- **Clerk's Certificate** will provide a certified copy of the entire case file.
- Documents sealed by order or statute will not be provided unless permitted by law.

**THIS FORM MUST BE COMPLETED IN ITS ENTIRETY. NOT COMPLETING THE FORM PROPERLY COULD KEEP YOUR REQUEST FROM BEING PROCESSED**

Payment method:	( ) Cash/Money Order	( ) MasterCard	( ) Visa	( ) Discover	( ) American Express
Name on credit card:		Account No.			
Amount Authorized Not to Exceed	( ) \$25.00	( ) \$35.00	( ) \$50.00	( ) Other \$	
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