

Justice of the Peace Precinct #3

Request for Disclosure of Court Records

Every effort is made to expedite all requests for disclosure of public records; however, due to personnel demands and schedules, there are occasions when the disclosure of records may take time allowed by law, which is 10 business days. Any fees associated with this request will be communicated prior to delivery of the requested records. Certified copies: \$2.00 for the first page and \$.25 for each additional page; Regular copies: \$1.00 for the first page and \$.25 for each additional page.

Name: _____ **Phone:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Email address: _____

Please print or type the name and description of the records you are requesting. Be very specific:

Date of request

Requestor's signature

Preferred mode of delivery: _____

(email, mail, pick-up, other)

OFFICIAL USE ONLY

REQUIRES REVIEW BY:	DATE SUBMITTED FOR REVIEW	DATE RELEASED
____ JUDGE	_____	_____
____ COUNTY ATTORNEY	DATE RETURNED FROM REVIEW	HOW DELIVERED
____ ATTORNEY GENERAL	_____	_____
	FEES: \$ _____	CLERK: _____