PUBLIC INFORMATION REQUEST FORM

INSTRUCTIONS: Complete this form, sign it and mail to:

Leon County District Clerk, PO Box 39, 139 E. Main Street, Centerville, TX 75833 Tel: 903-536-2227

NOTICE TO REQUESTOR: This Public Information Request Form will be processed and evaluated only upon receipt of your payment. Once submitted, this request form and the information contained herein shall become a public record subject to disclosure. Please allow at least 3-5 days to process after payment received.

REQUESTOR FIRST NAME: LAST NAME:

COMPANY (IF APPLICABLE):

CITY: STATE: ZIP CODE:

EMAIL ADDRESS:

BUSINESS HOURS TELEPHONE NUMBER:

PREFERRED DELIVERY: PICK-UP US MAIL EMAIL:

FULL NAME OF PERSON(s) TO BE SEARCHED:

DATE OF BIRTH: DATE OF RECORD:

Or I am attaching a list of names and case numbers to be researched

ADDITIONAL INFO (AKA, etc.)

TYPE OF CASE (CIRCLE ONE): CIVIL/ CRIMINAL CAUSE#

I HEREBY REQUEST THE LEON COUNTY DISTRICT CLERK TO MAKE COPIES OF THE FOLLOWING DOCUMENTS (LIST DOCUMENTS BELOW):

\_\_\_\_ CERTIFIED COPY NEEDED \_\_\_\_ NON‐CERTIFIED COPY NEEDED

(Searches will be from 2013 to present. Search fees are $5 per name, per civil or per criminal search. In addition to records search fee of $5.00, copies of court documents are $1.00 page and additional $1 to certify document. Certified copies will be sent US mail. Postage fees will be applied.)

Mail copies to:

Signature: Date: