

REQUEST FOR COPIES OR ELECTRONIC TRANSFER OF DOCUMENTS

Case Style and Cause No. - _____

Date of Request - _____ (I understand this request will require at least 2 business days to process. In the event I need this request processed sooner, I hereby certify this request as an emergency and request this process be expedited for completion within 1 business day from the date received by the Clerk’s Office. I have obtained the Court’s verification below that same is an emergency)

Attorney making request for documents - _____
(printed name and phone number)

Designate format (check format requested) -

- _____ **Hard copy (always \$1.00 per page even if appointed)**
- _____ **(email) email address** _____
- _____ **(USB flash drive)** Attorney must furnish blank electronic format on date of request or the request will not be
- _____ **(CD)** _____ processed

Designate Documents Requested (e.g. Original Petition, Original Answer, Entire File, etc.) Only documents which have been imaged by the Clerk’s Office will be available for electronic transfer/copying. List by title of document/pleading and file date (attach additional pages as needed) –

_____	_____
_____	_____
_____	_____
_____	_____

Type of Case (circle one) - FAMILY CIVIL CRIMINAL CPS OTHER: _____

Originating Court (circle) -
23rd 149th 239th 300th 412th CCL#1 CCL#2 CCL#3 CCL#4

Fees (if not appointed): \$1.00 per page up to \$5.00 per document by email, USB flash drive and/or CD. Additional \$15.00 if CD is not provided by the attorney.

(signature of attorney making request)

I, the undersigned attorney, hereby certify that I represent a party to the above cause, that I am representing said individual who has been determined by the court to be “indigent” as of the date of this request and, that I have read the above Request and certify I understand the time required for this request to be processed and that all information is true and correct. Further, I certify these records will be used solely to represent my client and, that these records will not be distributed to anyone except to the extent same may be admitted as evidence in the case.

(signature of attorney making request)

Verification by Originating Court that request is an emergency and request should be expedited -

(signature of clerk receiving request)

(date request received for processing)

Judge Presiding

Date