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CIVIL – CRIMINAL - PROBATE
RECORD REQUEST/SEARCH FORM

- Copies are $1.00 per page and $5.00 to certify per document (county court documents only) if needed. Certified copies cannot be emailed.
- Payments are to be made by cash, check, money order or credit card. Credit card charges are subject to a 2.85% transaction fee of the total amount charged with a $1.00 minimum.
- Fully complete the request form and return to the Sutton County & District Clerk using the information above. **Searches will not be performed if the form is incomplete**. Name searched will be exactly what is provided below. One form and $10.00 per name variation. A Certificate of Search will be provided for search results.
- Please allow up to 5 business days for your request to be completed. However, normal completion time is 1-2 days.

DOCUMENT REQUEST

Cause Number Assigned by Sutton County/District Court:	**Title of Document(s) & File Date:** **1.** **2.** **3.**
☐ Plain Copy ($1.00 per page) ☐ Certified Copy - District Court Case: $1.00 per page County Court Case: $1.00 per page + $5.00 to certify	☐ Mail the record (no fee) ☐ Email or Fax the record

ONLY COMPLETE THE FOLLOWING SECTION IF YOU DO **NOT** HAVE VOL - PAGE &/OR INSTRUMENT NUMBER

**If you do not know the cause number of the document you are requesting and you are not a listed party of the case, this office must perform a search.
There is a $10.00 fee payable BEFORE the record search will be done.

Plaintiff / Petitioner / Applicant (One Name Per Form):	**Case Type**:
Defendant / Respondent / Deceased (One Name Per Form):	**File Date**:
Optional Additional Information:	

APPLICANT INFORMATION (type or print clearly)

Name: _____ **Date:** _____

Mailing Address: _____
Street Address City State Zip

Phone Number: _____ **Email :** _____

Fax Number:
If requesting records be delivered by fax. _____

CREDIT CARD INFORMATION

*****CREDIT CARD INFORMATION WILL BE REDACTED FROM THIS FORM UPON CONFIRMATION OF PAYMENT*****

Card Type…select one:	◉ VISA ○ Master Card ○ Discover ○ AmEx	
Card Number:		
Security Code 3 Digit Number on Back of Card:		Expiration Date:
Full Name As Appears On Card:		
Billing Address:		Billing Zip Code: