

PAM THORP

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**CIVIL – CRIMINAL - PROBATE
RECORD REQUEST 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 \$2.00 minimum.
- Fully complete the request form and return to the Sutton County & District Clerk using the information above.
- 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) or Report & File Date: 1. 2. 3.	
<input type="checkbox"/> Plain Copy (\$1.00 per page) <input type="checkbox"/> Certified Copy - \$1.00 per page + \$5.00 to certify		<input type="checkbox"/> Mail the record (add postage cost) <input type="checkbox"/> Email	
Plaintiff / Petitioner / Applicant (One Name Per Form):		Case Type:	
Defendant / Respondent / Deceased (One Name Per Form):		File Date (Not Prior to 6/1992):	
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:	