

COLLIN COUNTY DISTRICT CLERK RECORD REQUEST FORM



Michael Gould
2100 Bloomdale Rd Suite 12132
McKinney, TX 75071
Main Line: 972-548-4320
Records Line: 972-548-4106

Mailing Address:
PO Box 578
McKinney TX 75070

Email request to: dcrecords@co.collin.tx.us

- If the cause number and/or pleading is unknown then this office must perform a search. There is a \$5.00 fee payable **before** a record search will be done.
- **Noncertified paper copy:** \$1.00 per page.
- **Noncertified electronic copy:** \$1.00 up to 10 pages plus .10 for each additional page or part of a page.
- **Certified paper copy:** \$1.00 per page **plus** \$5.00 each document for certificate and seal.
- **Copy (per disk) > 100 pages:** \$20.00
- Payments are to be made by **cash, credit card** (Visa, Mastercard or Discover by phone), **check or money order made payable to Collin County District Clerk**.
- Please allow up to 10 business days for your request to be completed. (However, normal completion time is 1-3 days).
- Please use a separate record request form for each case number.

Name: _____ Date: _____

Address: _____ Phone: _____

City, State, Zip: _____ Email: _____

Please mark all that apply: Check*: Cash: Attorney Appointed to this Case:

Mail Back - Must Include a Postage Paid Envelope

*If paying by check please include the following:

Will Pick Up

Send by Email

DL Number: _____

Requesting Certified Copy (**\$5 per certification**)

Date of Birth: _____

CD Requested \$20.00 per disk

Expiration Date of D.L.: _____

Case Number: _____ **Party/Litigant Names:** _____

Estimated Filed Date:

Date: _____ Title of Document _____

Special Instructions:

FOR CLERKS USE ONLY

Do Not Write in this Space

Record Search Done \$5 Fee Yes No

Unable to process, contacted Requestor:

Date Completed: Clerk:

Total Charged:

Mailed: Picked up: Emailed: