

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	DL Number:
	Send by Email	
	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
Date:	Title of Document
Date:	Title of Document
Date:	Title of Document
Date:	Title of Document
Date:	Title of Document
Date:	Title of Document
Date:	Title of Document
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: