

County Clerk Copy Request

Date:

Requested by:

Date / Time needed by:

Phone/Ext:

or Fax #:

Do you need certified copies? Yes No

Date copies made:

Made by:

Date mailed:

Total amount due:

Cause #	Name of Defendant	Type of Document

Copy fee:

Non-Certified copy (plain)

\$1.00 per page

Certified copy (seal)

\$1.00 per page **plus**

\$5.00 for certification

****Self addressed stamped envelope required****