

# County Clerk "Copy Request" Cover Sheet

Page \_\_\_\_\_ of \_\_\_\_\_  
(Please use a separate form for each case / cause #)

Date: \_\_\_\_\_

**To: Denton County Clerk, Juli Luke**

**Department: Civil Clerk Fax: (940) 349-5215 / Email: [countyclerkcivil@dentoncounty.gov](mailto:countyclerkcivil@dentoncounty.gov)**

From Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (required)

### **Business Check:**

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Business Phone #: ( ) \_\_\_\_\_ - \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_ - \_\_\_\_\_

Driver's License # \_\_\_\_\_ Issuing State \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Routing #. \_\_\_\_\_ Account # \_\_\_\_\_ Check # \_\_\_\_\_

Email Address \_\_\_\_\_

**\*\*Providing an email address will allow your receipt to be emailed to you. \*\***

### **Authorized Signature:** \_\_\_\_\_

This form authorizes the Merchant (LexisNexis Payment Solutions) to charge my account, for services rendered by the County Clerk's Office, plus a \$2.50 service fee. Also, authorizing the Merchant to convert their check to an Electronic Funds Transfer or Paper Draft, and to debit their account for the total transaction amount event that the draft or EFT is returned unpaid, the Customer agrees that a fee of \$30.00 or as allowable by law may be charged to their account via draft or EFT.

Once this request is completed, it cannot be cancelled because the funds are guaranteed. If the customer has any questions regarding this authorization, they may contact Customer Service at 866-255-1857.

Case / Cause #: \_\_\_\_\_ Defendant's Name: \_\_\_\_\_

### **Please list documents:**

**After we receive the request, our office has a 10-day turnaround.**

- Certified Copies                       Mailed Plain Copies  
 Clerks Certificate                      \* Electronic Plain Copies – Must Use Email Request Form

### **Document Title**

### **Date Document Filed**

Document Title	Date Document Filed
_____	_____
_____	_____
_____	_____

- Certified Copies \$5.00 per document + \$1.00 per additional page (certified copies will be mailed back to the address listed above)
- Clerk's Certificate \$5.00 per cert. + \$1.00 per additional page
- Plain Copy \$1.00 per page (plain copies will mailed to the address listed above.)