

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

From Name: _____ Firm: _____

From _____

Phone #: (____) _____ - _____ (required)

Credit Card:

Name as it appears on Card: _____

Credit Card Acct #: _____ Exp. Date: ____ / ____

(Check which applies) Master Card _____ Discover _____ American Express _____ Visa _____

Mailing Address: _____ City _____ State _____ ZIP _____

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.

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.)