

# 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:** Criminal Clerk Fax: (940) 349-2015

Criminal Email Address: [CountyClerkCriminalRequest@dentoncounty.gov](mailto:CountyClerkCriminalRequest@dentoncounty.gov)

Mailing Address: Denton County Clerk- Criminal 1450 E. McKinney Street, Denton TX 76209

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

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. Please see our website for additional fees.

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 be mailed to the address listed above.)