



# COLLIN COUNTY

## RENEWAL FORM

### **Collin County Texas Internet Based Records and File Access Subscriber Agreement**

The renewal form will extend the agreement for another year. The Subscriber shall pay a yearly non-refundable fee. The initial fees are due at the time this Renewal Agreement is submitted to Collin County and may be paid by cash or check made payable to "Collin County, Texas" and delivered to the address specified below.

|   |                   |
|---|-------------------|
| Law Firms of more than ten (10) attorneys:  | \$300.00 Annually |
| Law Firms of six (6) to ten (10) attorneys: | \$240.00 Annually |
| Law Firms of two (2) to five (5) attorneys: | \$180.00 Annually |
| Sole Practitioners:                         | \$120.00 Annually |
| Email Notifications (per attorney)          | \$ 20.00 Annually |

**Each attorney within the firm must fill out their own subscriber agreement below with their information.**

**Example:** For a firm size of 2 – 5, each attorney within the firm will fill out their own subscriber agreement. All agreements will be submitted at once with one form of payment (check or cash) in the amount of \$180.00.

No refunds of subscription fees shall be made regardless of whether this Agreement is terminated prior to the end of any term.

- If mailing payment – please mail to one of the following addresses listed below or please visit one of the locations listed below to drop off payment.

**Mindi Johns – District Clerk Office**

2100 Bloomdale Road, Suite 12132  
McKinney, Texas 75071  
972-548-4720

**Sheryll Tilley – County Court at Law**

2100 Bloomdale Road, Suite 12165  
McKinney, Texas 75071  
972-548-6445

**Jessica Griffith – Justice of the Peace Office**

2300 Bloomdale Road, Suite 1164  
McKinney, Texas 75071  
972-548-4169

One of the three Functional Analysts will reactivate the secured account and email the attorney with their user ID and password along with a link to the website. The ID and password will remain the same from the initial account setup in the system. This new email is just a friendly reminder of the information and termination date to the user.

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**Collin County Texas  
Internet Based Records and File Access  
Subscriber Agreement**

**Subscriber Information Page**

Return the Subscriber Information Page **“ONLY”** (PER ATTORNEY(s)) to the offices’ to process the account. The subscriber will keep the renewal agreement rules and regulations on pages 1 and send in page 2.

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This Collin County Internet Based File Access Subscriber Agreement is by and between Stacey Kemp, County Clerk of Collin County, Texas, Lynne Finley, District Clerk of Collin County, Texas, Justices of the Peace Precinct One, Two, Three-1, Three-2, and Four, and \_\_\_\_\_ (attorney name) and is made for the purpose of granting restricted internet access to records and case files within the Clerks’ and Justices’ of the Peace file systems.

Email Notification: YES or NO

(Email notifications are additional \$20.00 extra per attorney plus the annual subscriber fee amount)

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Email: \_\_\_\_\_

Bar ID Number: \_\_\_\_\_