



# COLLIN COUNTY

## RENEWAL FORM

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

The renewal form will extend your agreement for one (1) year. The Subscriber shall pay a yearly non-refundable fee that is due at the time this Renewal Agreement is submitted to Collin County. Fees 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 complete their own subscriber agreement 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.

**Carol Bielamowicz – District Clerk’s Office**

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

**Sheryll Tilley – County Court at Law Clerk’s Office**

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.

**RENEWAL FORM**

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Internet Based Records and File Access  
Subscriber Agreement**

**Subscriber Information Page**

Return the Subscriber Information Page ONLY for each attorney to one of our three offices for processing. The subscriber will keep the renewal agreement rules and regulations on page 1 for their records.

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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 Precincts 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 available for \$20.00 per attorney in addition to the annual subscriber fee.)

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

\_\_\_\_\_  
Signature

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

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