



# 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 an annual non-refundable fee. The initial fees are due at the time of submission of this renewal agreement 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 the same time 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, use one of the following addresses listed below, or please visit one of these locations listed below to drop off payment.

#### **Mindi Johns – District Clerk's Office**

2100 Bloomdale Road, Suite 12132  
McKinney, Texas 75071  
mjohns@co.collin.tx.us  
972-548-4720

#### **Danielle Jackson – County Court at Law Clerk's Office**

2100 Bloomdale Road, Suite 12165  
McKinney, Texas 75071  
djackson@co.collin.tx.us  
972-548-6444

#### **Jess Griffith – Justice of the Peace Office**

2300 Bloomdale Road, Suite 1164  
McKinney, Texas 75071  
jgriffith@co.collin.tx.us  
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.

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

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.

Bar ID Number: