

## COLLIN COUNTY DISTRICT CLERK RECORD REQUEST FORM



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 McKinney, TX 75071  
 Phone: 972-548-4320  
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Mailing Address:  
 PO Box 578  
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- If you do not know the cause number and/or pleading you are requesting, this office must perform a search. There is a \$5.00 fee payable **before** a record search will be done.
- Noncertified paper copy: \$1.00 per page. Noncertified electronic copy: \$1.00 for first 10 pages and \$.10/page over 10 pages.
- Payments are to be made by check (in state only), cash or money order made payable to Collin County District Clerk.
- Please allow up to 10 business days for your request to be completed. (However, normal completion time is 1-3 days)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Please mark all that apply: Check\*:**      **Cash:**      **Attorney Appointed to this Case:**

<input type="checkbox"/> CD Requested \$20.00 per disk	<b>*If paid by check please include the following</b>
<input type="checkbox"/> Mail Back - Include Postage Paid Envelope	DL Number: _____
<input type="checkbox"/> Will Pick Up	Date of Birth: _____
<input type="checkbox"/> Certified Copy - \$5.00 per certification	Expiration Date of D.L.: _____

**Case Number:** \_\_\_\_\_ **Party/Litigant Names:** \_\_\_\_\_  
**Estimated Filed Date:** \_\_\_\_\_

Date:	Title of Document
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FOR CLERKS USE ONLY	
Record Search Done \$5 Fee	Yes      No
Unable to process, contacted Requestor: _____	
Date Completed:	Clerk: _____
Total Charged: _____	
Mailed:	Picked up: _____

**Do Not Write in this Space**