

COLLIN COUNTY DISTRICT CLERK RECORD REQUEST FORM



Lynne Finley
 2100 Bloomdale Rd Suite 12132
 McKinney, TX 75071
 Phone: 972-548-4320
 Metro: 972-424-1460 ext. 4320

Mailing Address:
 PO Box 578
 McKinney TX 75070

- 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.
- Copy fees: 1-10 pages = \$1.00, 11-20= \$2.00, 21-30= \$3.00 etc. to 100 pages. A CD is made for >100 pages for \$20.00/disk.
- 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	*If paid by check please include the following
<input type="checkbox"/> Mail Back—Include Postage Paid Envelope	DL Number: _____
<input type="checkbox"/> Will Pick Up	Date of Birth: _____
<input type="checkbox"/> Exemplified Certified	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