



**FELICIA PITRE  
DALLAS COUNTY DISTRICT CLERK**

**CIVIL & FAMILY COURT RECORD REQUEST**

Requester's Name:

Telephone:

Requester's Address:

Requester's email:

I am requesting copies of records pertaining to the following case:

*A search fee of \$5 may be charged if I have provided incomplete or information in error.*

Case Number (if known):

Year Case Filed:

Name of Plaintiff:

Name of Defendant:

Will you require Certified Copies?\*

Yes

No

Do you want the copies sent to you electronically?

Yes

No

*Be sure you have provided a legible email above*

Do you want the copies sent to you by mail?

Yes

No

*Be sure you have included a legible address above*

I am only requesting the Final Judgment

Yes

No

If no, these are the additional documents exactly as they are entitled in the court's case record:

Please be sure you have reviewed the applicable copy and service fees for Records on the District Clerk's website. The Records office will send you an invoice for that amount. You may send your check or money order to the address below; pay in person at the counter; or pay online by visiting the District Clerk's website. Many older records are located off-site and can take up to six weeks to retrieve. A search fee of \$5 is assessed for all records retrieved from the warehouse.

**Email Requests to:**

DCRecords@dallascounty.org

**Mail Requests to:**

Dallas County District Clerk  
Attn: Civil & Family Court Records  
George Allen Courts Building  
600 Commerce St. Ste. B-30  
Dallas, Texas 75202

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\* All certified copies are \$1 per page whether in paper or electronic form. A 'certified copy' is a copy of a document issued by a court guaranteed to be a true and exact copy of the original. Many agencies and institutions require certified copies of legal documents before permitting certain transactions.