



REQUEST CIVIL/FAMILY COURT RECORD

CASE NUMBER (IF KNOWN) _____

NAME OF PLAINTIFF: _____

NAME OF DEFENDANT: _____

YEAR OF DIVORCE FILING: _____

TELEPHONE NUMBER OR EMAIL WHERE YOU CAN BE REACHED: _____

_____ CERTIFIED COPY NEEDED

_____ NON-CERTIFIED COPY NEEDED

_____ **NUMBER OF COPIES REQUESTED**

ALL DOCUMENTS, CERTIFIED AND NON-CERTIFIED, COST \$1 PER PAGE.

PLEASE COMPLETE THIS REQUEST FORM AND MAIL TO THE ADDRESS BELOW OR EMAIL US YOUR REQUEST AT DCRECORDS@DALLASCOUNTY.ORG:

**DALLAS COUNTY DISTRICT CLERK
600 COMMERCE STREET
RECORDS DEPARTMENT SUITE B-30
DALLAS, TEXAS 75202**

THE RECORDS DEPARTMENT WILL LOOK AT THE DOCUMENT YOU HAVE REQUESTED TO DETERMINE THE COST BASED UPON LENGTH AND A CHARGE FOR A RECORD SEARCH OR RETRIEVAL IF APPLICABLE. THE DEPARTMENT WILL THEN SEND YOU AN INVOICE FOR ALL CHARGES. PLEASE RETURN THE INVOICE PROMPTLY WITH A FORM OF PAYMENT LISTED ON THE INVOICE. UPON RECEIPT OF PAYMENT, YOUR RECORDS WILL BE MAILED TO YOU.

SINCE MANY OLDER DOCUMENTS ARE STORED OFF-SITE, RETRIEVAL AND REPRODUCTION CAN TAKE UP TO 3-4 WEEKS DUE TO THE LARGE DEMAND.

600 COMMERCE STREET DALLAS TEXAS 75202 (214)653-6076
[website:www.dallascounty.org/districtclerk](http://www.dallascounty.org/districtclerk)