

**Dallas County District Clerk
Civil District Courts
Digital Record Copy Request Form**

Date of Request

Time of Request

Requester

Court

Cause Number

Plaintiff/
Petitioner

Defendant/
Respondent

Court Case Assigned

Please use one Request Form per pleading copy requested

Title of Pleading Requested

Number of copies of pleading

For District Clerk's Office Use Only

Number of pages copied

Time Started

Time Ended

Process minutes

Minutes x .23

Copies x \$1

Total Cost

**Submit completed forms to Felicia Pitre, District Clerk Special Assistant.
Send form to Dallas County Budget Office, Attention Shawn Balusek**