

**Dallas County District Clerk  
Family 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**