



**FELICIA PITRE
DALLAS COUNTY DISTRICT CLERK**

NINA MOUNTIQUE
CHIEF DEPUTY

RECORDS OFFICE SERVICE FEES
Revised 01/01/2024

Certification of Record	\$5.00 per certified document	<i>Certified copies include the entire document with all attachments, no partial documents</i>
All copies printed on paper	\$1.00 per page	
Exemplification of document	\$5.00 per document	<i>Assessed per document in addition to certification fee</i>
Exemplified copies	\$1.00 per page	
Name Change Certification (divorce only)	\$10.00 (per document)	
Digital case records sent electronically (email)	\$1.00 per page for first 10 pages, then .10 cents	
Paper case records scanned and sent electronically (email)	\$1.00 per page	
Search fee/record	\$5.00	<i>For each name or instrument search where no case number has been provided</i>
Search fee/warehouse	\$5.00	<i>Search and retrieval from off-site records center</i>
SR-42 Transcript of Civil Proceedings	\$5.00 (per document)	
SR-88 Certification of No Execution of Dormant Judgment	\$5.00 (per document)	

Important Notes:

- Older records are conserved on paper or microfilm.
- Most civil and family court records after 2007 are conserved in digital (electronic) form.
- Most criminal (felony) court records after 2010 are conserved in digital (electronic) form.
- Records of the juvenile Courts are only available in paper format at this time.
- Fee for service varies depending on how the record is conserved and whether the requester prefers a paper or digital copy.
- Fees assessed for copies and services by the records office are **NOT** waived by filing a “Statement of Inability to Afford Payment of Court Costs.”
- ***Postage and Envelope fee applies for all mailed documents.***