

**DALLAS COUNTY JUSTICE OF THE PEACE PRECINCT 1 PLACE 2**  
**RECORDS REQUEST FORM**

Defendant Name:	
Requestor Name / <i>Nombre de solicitante:</i>	Requestor email / <i>Correo electronico de solicitante:</i>
Phone Number / <i>Numero de telefono</i>	Requestor Mailing Address / <i>Correo de solicitante:</i>

Will you require CERTIFIED COPIES?  
*Necesita las copias elladas?*

Yes / Si

No

CASE NUMBER / Numero de Caso – SPECIFIC COPIES NEEDED FROM FILE / Copias necesarias del archive


Additional Name or Comments / Nombre adicional o comentario

**Request may be submitted in-person, by mail, or emailed at: [JP12Court@dallascounty.org](mailto:JP12Court@dallascounty.org)**  
**Phone: 972-228-2272**  
**Monday – Friday 8:00 AM – 4:00 PM**

**FEES AND INFORMATION**

***\*Please contact the court prior to submitting payment to determine the exact amount due\****

- **Copies of Documents**
  - \$1.00 for the first page, plus \$0.25 for each additional page
- **Certified Copies of Documents**
  - \$2.00 for the first page, plus \$0.25 for each additional page
- Cases prior to 2017 are stored offsite and may take a minimum of 3-5 business days to retrieve.