



REQUEST FOR RECORDS

CASE NUMBER (IF KNOWN): _____

NAME OF PLAINTIFF: _____

NAME OF DEFENDANT: _____

YEAR OF FILING: _____

TELEPHONE NUMBER WHERE YOU CAN BE REACHED: _____

_____ CERTIFIED COPY NEEDED

_____ NON-CERTIFIED COPY NEEDED

ALL DOCUMENTS, CERTIFIED AND NON-CERTIFIED, COST \$1 PER PAGE.
IF NO CASE NUMBER, WE CHARGE A \$5 SEARCH FEE.

PLEASE COMPLETE THIS REQUEST FORM AND MAIL TO:

CIVIL RECORDS DIVISION
TAYLOR COUNTY DISTRICT CLERK
300 OAK STREET, SUITE 400
ABILENE, TX 79602

THE RECORDS DEPARTMENT WILL LOOK AT THE DOCUMENT YOU HAVE REQUESTED TO DETERMINE THE COST BASED UPON LENGTH AND A CHARGE FOR THE RECORD SEARCH. THE DEPARTMENT WILL THEN SEND YOU AN INVOICE FOR ALL CHARGES. PLEASE RETURN THE INVOICE PROMPTLY WITH CASH OR MONEY ORDER (WE DO NOT ACCEPT PERSONAL CHECKS). 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 TWO WEEKS DUE TO THE LARGE DEMAND.