



BEVERLEY MCGREW WALKER
FORT BEND COUNTY DISTRICT CLERK

REQUEST FOR DATA INFORMATION

All requests must be in **WRITING**, please be specific and detailed.

Format: Report CD-ROM FTP Site USB external hard drive (provided by customer)

Date Needed: _____

Name of contact person: _____

Telephone Number and/or ext. number: _____

Mailing address: _____
Street City State Zip

Type of Data requested: _____

How is the data going to be received: Mail E-Mail Picked Up FTP site

If you have any questions, please contact our office at **281-633-7621** or datareport@fortbendcountytx.gov.

Company Name: _____

Reports

Paper printout/Email from District Clerk's Public Information

- \$5.00 Administrative Fee
- \$1.00 per page of report

FTP Site - (Text and/or Images) from District Clerk's Public Information

\$50.00 One-Time Administrative Fee for establishing an FTP Account

- \$15.00 per weekly FTP up to 1 GB of Family data (or any portion thereof)
- \$15.00 per weekly FTP up to 1 GB of Civil data (or any portion thereof)
- \$15.00 per weekly FTP up to 1 GB of Criminal data (or any portion thereof)
- \$15.00 per monthly FTP up to 1 GB of Family data (or any portion thereof)
- \$15.00 per monthly FTP up to 1 GB of Civil data (or any portion thereof)
- \$15.00 per monthly FTP up to 1 GB of Criminal data (or any portion thereof)

CD-ROM

- \$15.00 per CD-ROM not to exceed 700 Mb of data

USB

(District Clerk provides computer and customer provides USB hard drive)

- \$40.00 per daily export of data not to exceed 8 hours run time

Email

(Text only) from District Clerk's Public Information

- \$15.00 per bi-weekly text data formatted on Excel spreadsheets up to 14 MB
- \$15.00 per monthly text data formatted on Excel spreadsheets up to 14 MB

Physical Address

1422 Eugene Heimann Circle, Room 31004
Richmond, Texas 77469

Phone: (281) 341-4509
Fax: (281) 341-4519

Mailing Address

301 Jackson Street, Room 101
Richmond, Texas 77469

**Family/Civil data extract
format: 1991 to 2013**

Case Number
Style
Case Type
File Date
Court
Party Type
Party Name
Address (City, State, Zip)
Judge
Attorney
Case Status Date
Case Status

**Criminal data extract
format: 1982 to Present**

Case Number
Style
Case Type
File Date
Court
Offense Date
Offense
Plaintiff
Defendant
Alias
Address (City, State, Zip)
Judge
Attorney
Case Status Date
Case Status

**Family/Civil data extract
format: 2014 – Present**

NOTE: Sensitive Information will not be included in the report. Please refer to the below Texas Supreme Court Mandate link.

Texas Supreme Court Mandate: Rule 21c

<http://www.supreme.courts.state.tx.us/miscdocket/13/13916500.pdf>

Case Number
Style
Case Type
File Date
Court
Party Type
Party Name
Address (City, State, Zip)
Judge
Attorney
Case Status Date
Case Status

METHOD OF PAYMENT:

Cash Check Credit

Pay By Mail – Check or Money Order
(Out-of-State checks are not accepted)

Pay By Internet:

www.officialpayments.com

Pay by Phone:

(Please see Pay by Phone Instructions)

1-877-246-2232

PAY BY PHONE INSTRUCTIONS:

1. Automated Service / Your Payment Option will be #3 Local
2. Jurisdiction Code: 0136 (to access our office)
3. Enter 1 – you selected Fort Bend County District Clerk
4. Type of Payment – press 1 – For Civil
5. Enter Last 6 digits of your cause number
6. If Case # has 5 digits, enter a 0 in front of your case #. (Ex: 78945 – enter 078945)
7. Enter a good contact phone number
8. Press 1 – If Correct
9. Enter Amount of Money you are paying our office
10. Press 1 – If Correct
11. It will tell you about your Convenience Fee*
and give you a total amount that will be charged to your credit card
12. After you receive a confirmation number; you will need to call back the original clerk in which you spoke with at the District Clerk's office to further process your request

Charge to Escrow Acct # _____

Authorized signature for escrow charge

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