



BEVERLEY MCGREW WALKER
FORT BEND COUNTY DISTRICT CLERK
301 JACKSON ST
RICHMOND, TEXAS 77469

REQUEST FOR DATA INFORMATION

Describe information. 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

Please contact: Kellie McAnally at **281-633-7621** or datareport@fortbendcountytexas.gov, if you have any questions. All requests must be in WRITING. Company Name: _____

Reports

Paper printout 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.

Emailing

(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.



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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

Pay By Internet:

www.officialpayments.com

Pay by Phone: 1-877-246-2232

1. Automated Service / Your Payment Option will be #3 Local.
2. Jurisdiction Code: 6136 (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 your 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