

FORT BEND COUNTY CLERK'S OFFICE

CIVIL COPY REQUEST

Complete the Copy Request form. Complete the payment for copy request. Instructions for processing credit card payments, please review **Credit Card Payment** page. Send the completed copy request form along with payment information to cclerkcourts@fortbendcountytx.gov for processing.

DATE: _____ CAUSE NUMBER: _____

VS

Name of Person/Company Requesting: _____

Address: _____

Telephone: _____ Email: _____

CALL FOR PICKUP CALLED CUSTOMER FOR PICKUP ON _____

HOLD FOR PICKUP

MAIL WHEN READY

EMAIL WHEN READY

Please Check One (1):

Non-Certified Copy (Plain) \$1.00 per page

Certified Copy -Paper (Seal) \$1.00 per page PLUS \$5.00 per certification

E-Certified Copy (Seal) \$1.00 per page PLUS \$5.00 per certification

Number of Pages Copy Of

_____ Petition

_____ Citation

_____ Answer

_____ Judgment

_____ Other:

_____ Other:

_____ Other:

Escrow Users, Please Check One: Do Not Charge to my Account

Charge to my Account Number _____

***** If you pay by check, the following is required: Printed name, address & phone number on the check
Date of birth and driver's license number of signer.**

ALL REQUESTS MUST BE SIGNED.

Confidential information may be redacted from the document requested.

Signature of Person Requesting

Amount Due:\$_____ Date: _____ Payment Taken By: _____

CASH _____ CHECK # _____ RECEIPT # _____

Date Copies Mailed: _____ or Emailed: _____ Copies Mady By: _____