



BEVERLEY MCGREW WALKER

DISTRICT CLERK
Fort Bend County, Texas

REQUEST FOR DATA INFORMATION

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

Format: ☐ Report ☐ FTP Site ☐ USB external hard drive

Date Needed: _____

Company Name: _____

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

Frequency: ☐ One-Time ☐ Weekly ☐ Monthly

Reports:

☐ **Family/Civil data extract**
date 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**
date format: 1982 to
10/31/2015

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

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

☐ **Criminal data date extract**
format: 11/01/2015 to 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	Judge
Style	Attorney
Case Type	Case Status Date
File Date	Case Status
Court	
Offense Date	
Party Type	
Party Name	
Alias	
Address (City, State, Zip)	

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

Data Fees:

Paper printout/Email from District Clerk's Public Information

- \$5.00 Administrative Fee
- **ELECTRONIC CERTIFIED COPIES:** \$5.00 Certificate and Seal + \$1.00 per page up to 10 pages + \$0.10 for each additional page (per document)
- **ELECTRONIC NON-CERTIFIED COPIES:** \$1.00 per page up to 10 pages + \$0.10 for each additional page (per document)
- **PAPER CERTIFIED COPIES:** \$5.00 Certificate and Seal + \$1.00 per page (per document)
- **PAPER NON-CERTIFIED COPIES:** \$1.00 per page (per document)
- **EXEMPLIFIED COPY:** \$5.00 Certificate and Seal + \$1.00 per page (per document)

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)

USB

(District Clerk provides USB hard drive)

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

E-Mail

(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

METHOD OF PAYMENT:

☐ Cash ☐ Credit Card Confirmation # _____ ☐ Money Order/Cashier Check

1. Pay By Internet: www.officialpayments.com > Local Payments > Jurisdiction Code: 6136
2. Pay By Automated Service: 1-877-246-2232 > Local Payments > Jurisdiction Code: 6136
3. Pay By Mail – Money Order or Cashier's Check – Mailing Address (*Personal Checks are not accepted*)
4. Pay in Person – Physical Address

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

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