

DISTRICT COURT RECORDS REQUEST

FELONY/CIVIL/FAMILY RECORDS

CASE NUMBER (IF KNOWN): _____

NAME OF PLAINTIFF/PETITIONER: _____

NAME OF DEFENDANT/RESPONDENT: _____

YEAR OF FILING (IF KNOWN): _____

CASE TYPE: (PLEASE CIRCLE ONE): _____ FAMILY _____ CIVIL _____ FELONY _____

DATE OF BIRTH (Felony cases only): _____

INFORMATION REQUESTED: _____

REQUESTOR: _____

REQUESTOR ADDRESS: _____

REQUESTOR TELEPHONE NUMBER: _____

FEES AND INFORMATION

- Record Searches are **\$5.00 per name**
(Fee is waived if Case Number provided and for Governmental Agencies)
- All Documents, Certified or Non-Certified, are **\$1.00 per page**
(No fee for Governmental Agencies)
- Requests may be submitted in person, by mail or by email
- District Court records are **NOT** available to view online
- We **DO NOT** provide information over the telephone

Mail to: **Susan Spradling**
Hunt County District Clerk
P.O. Box 1437
Greenville, Texas 75403
(903) 408-4172

Email to: **dclerk@huntcounty.net**

Physical Address: **2507 Lee Street**
Suite #204
Greenville, Texas 75401

The records department will research the information you have requested and send you an invoice for all charges. Please return invoice promptly with a check or money order. Upon receipt of payment, your records will be mailed to you within 10 business days.

Records Department Use Only

Date Requested	Date Completed	Initials