



Laura Perez-Reyes
 DISTRICT CLERK OF CAMERON COUNTY
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CIVIL/CRIMINAL COPY REQUEST FORM

PLEASE ALLOW 2 TO 5 BUSINESS DAYS TO COMPLETE YOUR REQUEST.
 FEES MUST BE PAID IN ADVANCE.

A NEW REQUEST AND PAYMENT WILL BE REQUIRED FOR COPIES NOT PICKED UP WITHIN 10 DAYS.

CASE INFORMATION		CUSTOMER INFORMATION	
Cause:		Today's Date:	
Plaintiff/ Petitioner:		Name:	
Defendant/ Respondent:		Phone:	
Documents:		Address:	
		City/State/Zip:	
Date of Birth:		Email:	

I WILL PICK UP MY COPIES UPON FULL RECEIPT OF PAYMENT PLEASE MAIL MY COPIES UPON FULL RECEIPT OF PAYMENT

OFFICE USE

FEES MUST BE PAID IN ADVANCE

Credit card information will be taken by our Bookkeeping Department at time of your request.

FEES			AMOUNT	TOTAL
\$ 5.00	Search fee to ascertain the existence of an instrument/record requested	GC51.318(4)		\$
\$ 5.00	Search fee to locate cause number, if not provided.	GC51.318(3)		\$
\$ 10.00	Retrieved fee for files or records located at warehouse.	GC51.319(3)		\$
\$1.00	Per page (certified): _____ no. of pages	GC51.318		\$
FAX FEES	Incoming _____ X \$2.00 = _____ + _____ \$1.00 add'l page = _____	GC51.319(3)		
	outgoing _____ X \$4.25 = _____ + _____ \$2.25 add'l page = _____			
Total:				\$

Requested form received: _____

Customer Received Copies on: _____

By: _____
 Deputy

By: _____

1st Notification Date: _____ Time: _____ Comments: _____

2nd Notification Date: _____ Time: _____ Comments: _____

Jury Department
 (956) 544-0842

Child Support Department
 (956) 544-0840

Records Department
 (956) 574-8130

Criminal Department
 (956) 544-0839