

**BROOK BUSSELL, FRANKLIN COUNTY CLERK
COURT RECORDS REQUEST FORM**

REQUESTOR INFORMATION:		
NAME:	EMAIL:	
ADDRESS:	PHONE NUMBER:	
CASE INFORMATION:		
REQUEST FOR RECORDS IN CAUSE NUMBER: (\$5.00 FEE APPLIED IF SEARCH REQUIRED)		
CASE TYPE – CIRCLE ONE: PROBATE CRIMINAL CIVIL		
PROBATE	CRIMINAL	CIVIL
DECEDANT:	DEFENDANT:	PLAINTIFF/PETITIONER:
APPLICANT/EXECUTOR:	DEFENDANT DOB:	DEFENDANT/RESPONDENT:
DATE OF DEATH:	OFFENSE:	
	OFFENSE DATE:	
SPECIFY DOCUMENT(S) NEEDED:		
SPECIFY DOCUMENTS TO BE CERTIFIED - CIRCLE ONE: YES NO		
DELIVERY METHOD – CIRCLE ONE:		
U.S. MAIL	EMAIL (NON-CERTIFIED ONLY)	HOLD FOR PICKUP
FEE SCHEDULE		
SEARCH FEE – \$5.00 PER NAME	COPY FEE – \$1.00 PER PAGE	
CERTIFICATION FEE – \$5.00 per document. **If obtaining more than one document from a case, please specify if you want each document certified separately or if you want everything certified together as one document.**		
MAIL/IN PERSON REQUESTS	ELECTRONIC REQUESTS	
FRANKLIN COUNTY CLERK 200 N. KAUFMAN ST. MT. VERNON, TX 75457	REQUESTS MAY BE SUBMITTED TO: COUNTYCLERK@CO.FRANKLIN.TX.US PAYMENT INFORMATION WILL BE SENT TO YOU ONCE REQUEST HAS BEEN RECEIVED. PHONE REQUESTS ARE NOT ACCEPTED.	
ACCEPTABLE FORMS OF PAYMENT: *MONEY ORDER, *CASHIER'S CHECK,*PERSONAL/BUSINESS CHECKS FROM INSIDE THE STATE OF TEXAS ONLY WITH CORRECT IDENTIFICATION INFORMATION.	CARD PAYMENTS WILL INCUR A CONVENIENCE FEE OF 2.85% WITH A MINIMUM CHARGE OF \$2.00. AMERICAN EXPRESS IS NOT ACCEPTED.	
FOR CLERKS USE ONLY		
Search fee: \$_____ Copy fee: \$_____ Certification fee: \$_____ TOTAL: \$_____		
Date request received: _____ Date copies mailed/emailed: _____		
Date copies picked up: _____ Picked up by: _____		
Request completed by: _____, Deputy		
PLEASE ALLOW 7-10 BUSINESS DAYS TO PROCESS		