



Public Information Request – Travis County Justice of the Peace Pct. One

Requestor's Information

Name:

Address:

Street

City

State

Zip

Telephone no.:

Email address:

Please notify me by: (check one) **email** **US mail**

Date requested:

Information Requested

Case type: (select one) **Criminal*** **Eviction** **Small Claim** **Debt Claim** **Peace Bond**

Case number(s):

Defendant's name:

***For Criminal Case:** Date of birth:

Driver's License / ID Number:

State:

Relationship to defendant if defendant is / was under 17 years of age:

Document(s) requested: (select one): **Non-certified** **Certified** (see costs below)

Description and / or name of document(s):

The court works diligently to process requests within 10 days. In the event your request needs to be reviewed by the County Attorney's Office, you will be notified according to the preference indicated above. At least 1/2 of the total costs must be paid before the request will be processed. The documents will not be released until the balance is paid in full. In the event the cost cannot be calculated when the request is submitted, the court will contact you with the total costs. Information will be redacted according to the Texas Public Information Act.

Costs:

Non-certified copies: First page: \$1.00; each additional page \$0.25 per page

Certified copies: First page: \$2.00; each additional page \$0.25 per page

Certified case file: \$5.00 (this amount does not include cost of documents)

Cost to retrieve document from off-site storage: \$6.75 per case

Labor to process case: \$15.00/hour; **Overhead:** Total cost of labor x .20

Estimated costs: \$ based on **pages;** **hours for labor; overhead:**

In the case of indigency, a maximum charge of \$20.00 per case will apply.

FOR OFFICE USE ONLY:

Request processed by:

Date:

Amt. paid: \$

Balance due: \$

Emp. Init(s)