

County Clerk "Copy Request" Cover Sheet

Page _____ of _____

(Please use a separate form for each case / cause #)

Date: _____

To: Denton County Clerk, Juli Luke

Department: Probate Court Fax: (940) 349-5222 / Email: countyclerkprobate@dentoncounty.com

From Name: _____ Firm: _____

Fax #: () _____ - _____ (to receive your copies) Phone #: () _____ - _____ (Required)

Business Check:

Business Name: _____

Mailing Address: _____ City _____ State _____ ZIP _____

Business Phone #: () _____ - _____ Phone #: () _____ - _____

Drivers License # _____ Issuing State _____ Date of Birth ____/____/____

Routing #. _____ Account # _____ Check # _____

Email Address _____

****Providing an email address will allow your receipt to be emailed to you. ****

Authorized Signature: _____

This form authorizes the Merchant (LexisNexis Payment Solutions) to charge my account, for services rendered by the County Clerk's Office, plus a \$2.50 service fee. Also, authorizing the Merchant to convert their check to an Electronic Funds Transfer or Paper Draft, and to debit their account for the total transaction amount event that the draft or EFT is returned unpaid, the Customer agrees that a fee of \$30.00 or as allowable by law may be charged to their account via draft or EFT.

Once this request is completed, it cannot be cancelled because the funds are guaranteed. If the customer has any questions regarding this authorization, they may contact Customer Service at 866-255-1857 www.dentoncounty.com/ccl

Case / Cause #: _____ Defendant's Name: _____

Please list documents:

After we receive the request, our office has a 10-day turnaround.

Certified Copies

Plain Copies

Clerks Certificate

Document Title

Date Document Filed

_____ File date: _____

_____ File date: _____

_____ File date: _____

- Certified Copies \$5.00 per document + \$1.00 per additional page (certified copies will be mailed back to the address listed above)
- Clerk's Certificate \$5.00 per cert. + \$1.00 per additional page
- Plain Copy \$1.00 per page (plain copies will be faxed to the number listed above)