

County Clerk "Copy Request" Cover Sheet

Date: _____

To: Denton County Clerk, Juli Luke

Department: Civil Court Email: countyclerkcivil@dentoncounty.com

From Name: _____ Firm: _____ ph:() -

Credit Card:

Name as it appears on Card: _____

Credit Card Acct #: _____ Exp. Date: ____/____

(Check which applies) Master Card _____ Discover _____ American Express _____ Visa _____

Mailing Address: _____ City _____ State _____ ZIP _____

****Note** The ZIP Code must match the cardholder's billing address; if not, the transaction will be declined.**

Email Address _____

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

Authorized Signature: _____

This form authorizes the Merchant (Vital Chek) to charge my credit card, for services rendered by the County Clerk's Office plus a 2.50 service fee. Please see our website for additional fees. www.dentoncounty.com/ccl

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

_____ 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)