MONTAGUE COUNTY DISTRICT CLERK RECORD REQUEST FORM

101 E Franklin
Montague,Texas 76251
Phone: 940-894-2571

www.co.montague.tx.us

P.O. Box 155
Montague, TX 76251
FAX: 940-894-2077

EMAIL REQUEST TO: mcdc@co.montague.tx.us

Requestor:	Date:
Email:	Phone:
Address:	Fax:
City, State, Zip Code:	

Complete below **(please be specific)** or print out a case summary from the Montague County Judicial Records Search website located at https://portal-txucms.tylertech.cloud/portal mark the requested documents and fax with this for. **OLDER CASES MAY NOT BE AVAILABLE ONLINE.**

Please allow up to 10 business days for your request to be completed.

Case/Cause #:_____ Party Name: _____

☐ Certified Paper Copy ☐ Plain Paper Copy ☐ Plain Electronic Copy Quantity of Each Document: _____

Document Title	**Date Document Filed**
_____	File Date: _____
_____	File Date: _____
_____	File Date: _____
_____	File Date: _____

- **Research Fee-$5.00 per name** and fee must be paid before search is performed if you don't have a cause number. For Bulk Research and copies, please contact the District Clerk for a quote.
- **Certified Copies** are **$5.00** for each certification and **$1.00** per page. **Plain paper copy** is **$1.00** per page. **Plain Electronic Copies** are $1.00 per document for documents 1-10 pages in length with $1.00 minimum and for those documents 11 pages or greater in length at the rate of $0.10 per page. If the document is not available electronically, it is $1.00 per page to make it available to be sent electronically. A plain copy of a document is a non-certified copy of a document.
- **Plain electronic copies** can be emailed or faxed to the information provided above. **Certified copies** will be mailed regular USPS First Class mail. **If requester prefers a different delivery method, please include separate envelope with pre-paid shipping label with request.** Copies will not be sent to a third-party.
- **Clerk's Certificate** will be provided with the purchase of a certified copy of the entire case file for $5.00 for certification and $1.00 per page.
- **Certified Exemplified copy** of a document is $5.00 for certification and $1.00 per page per document.
- Documents sealed by order or statute will not be provided unless permitted by law. Payment can be made by cash, money order, or on line by credit card at our website www.co.montague.tx.us click on>QuickLinks>District Court>District Clerk>Pay Miscellaneous Online Fees. Credit card charges are subject to a transaction fee of the total amount charged. Personal checks ***are not*** accepted. This office will not reimburse fees and is not responsible for fees associated with duplicate submissions.

Payment method: ◯ Cash/Money Order ◯ Credit Card	
Name On Payment :	Payment ID Number
Mailing Address Zip Code:	
Printed & Signed Name of Authorized Person:	

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY. NOT COMPLETING THE FORM PROPERLY COULD KEEP YOUR REQUEST FROM BEEING PROCESSED IN A TIMELY MANNER.