



**JANICE L. HAWTHORNE**  
District Clerk  
Matagorda County, Texas

**Record(s) Request**

Cause No.: \_\_\_\_\_ Court No.: \_\_\_\_\_

Case Style: \_\_\_\_\_

Requested Document:

\_\_\_\_\_

Number of copies: \_\_\_\_\_ Certified (check one):  yes  no

Requested Document:

\_\_\_\_\_

Number of copies: \_\_\_\_\_ Certified (check one):  yes  no

Requested Document:

\_\_\_\_\_

Number of copies: \_\_\_\_\_ Certified (check one):  yes  no

\_\_\_\_\_

Requestor: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Request: \_\_\_\_\_

**Cost for records:**

- Paper Format** . . . . . \$1.00/per page
- Electronic Format** . . . . . \$0.10/per page with a minimum charge of \$1.00
- Paper form converted to electronic format** . . . . . \$1.00/per page
- Certify Document** . . . . . \$5.00/per document
- Research Fee** . . . . . \$5.00/per search

**\*Please allow 24 to 48 hours response time to your request. Should you need copy sooner, please contact this office.**

**If you have any questions, contact this office at (979) 244-7621 or send an email dclerk@co.matagorda.tx.us.**