

# County Clerk "Copy Request" Cover Sheet

Date: \_\_\_\_\_

To: Denton County Clerk, Cynthia Mitchell

Department: Civil Court

FAX Number: 940/349-5215

From: Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Firm Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ (to receive your copies) Phone number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Name as it appears on Card: \_\_\_\_\_

Credit Card Account Number: \_\_\_\_\_

(Check which applies) Master Card \_\_\_\_\_ Discover \_\_\_\_\_ American Express \_\_\_\_\_

**\*\* We do not accept VISA\*\***

CVV# \_\_\_\_\_ (security code on back of card) Exp. Date: \_\_\_\_ / \_\_\_\_

Mailing Address: Zip \_\_\_\_\_ *the zip code **must** match the zip code of the card holders billing address. If it does not the transaction may be declined.*

Authorized Signature: \_\_\_\_\_

This form authorizes the County Clerk to charge my credit card account listed above for the document(s) requested by fax which includes a per page fee of \$1.00, and a credit card transaction fee. After we receive the request, our office has a 10-day turnaround. Also, please see our website for additional fees.

Cause # \_\_\_\_\_

**Please circle one of the following:**

Plain Copies or Certified Copies or Clerk's Certificate

Please list documents or services needed:

_____	File date: _____
_____	File date: _____
_____	File date: _____
_____	File date: _____
_____	File date: _____
_____	File date: _____
_____	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)