

REQUEST FOR COPIES OF DOCUMENTS:

Most documents are available when you come to the office. BUT PLEASE BEWARE:

The older files and documents could take up to 72 hours depending on how large the request is. It is our goal to make it as soon as possible, but not all files are in this building or scanned in at this time. I am sorry for the inconvenience. Due to cost and the time that it takes to scan old documents, we are not paperless at this time. This is a desire, and I hope for every document to be scanned in the future of Anderson County so that we can better serve you. We will do our very best to serve you at the District Clerk's Office.

WE NEED FROM YOU:

1.CASE NUMBER: _____

If you do not know your case number you can go to co.anderson.tx.us and look the case up. You may also call the office at 903-723-7412. We will look the case up for you but there will be a research fee of \$5.00.

2.NAME: OF THE PARTY ON THE CASE _____

3. NAME OF THE PERSON REQUESTING THE COPIES _____

4. PHONE NUMBER OF THE PERSON REQUESTING THE COPIES _____

5. YEAR OR RANGE WHEN THE CASE WAS FILED IF IT'S AN OLDER CASE: _____

QUESTIONS THE CLERK MAY NEED TO KNOW:

1. ARE YOU PURCHASING THE DOCUMENT? If we print the document for you then it will cost \$1.00 per page. If we email it to you, the price is \$1 per document.

2. DO YOU NEED IT CERTIFIED? If you are using the document for legal purposes, you may want to contact the place that you are doing business with and see if you need it certified or not. If it needs to be certified, it will need to be certified when purchased and cannot be certified after it has left the office. That would require you to repurchase the document. It is \$5 to certify any document.

PRICING EXAMPLE:

Emailing 2 documents that are both certified would be \$1 per document and \$5 per certification for a total of \$12.

Printing and certifying a 9-page document would be \$1 per page and \$5 to certify for a total of \$14.