



Judge Olivia L. Neu
 Justice of the Peace
 Precinct 1 | Cooke County

Cooke County Justice Center
 320 CR 451 | Gainesville, Texas 76240
 Tel: (940) 668-5463 | Fax: (940) 668-5411

RECORDS REQUEST FORM

All records requests must be in writing.
 Fees for records are charged in accordance with Local Government Code 118.121:

- Certified: \$2 for first page + \$0.25 for each additional page
- Non-certified: \$1 for first page + \$0.25 for each additional page

NAME: _____ PHONE NUMBER: _____

ADDRESS:

EMAIL ADDRESS: _____ FAX NUMBER: _____

PREFERRED METHOD OF DELIVERY: PICK UP EMAIL FAX

RECORDS REQUESTED: (please be as specific as possible)

SIGNATURE: _____ DATE: _____

Records will be produced in accordance with Rule 12 of the Rules of Judicial Administration and other laws of this State. Available records will be provided to you with 14 days of our receipt of your request when possible. If records cannot be provided within 14 days, you will be given with notice of a date and time when documents will be provided. If your records request is denied, you will receive written notice within 14 days.

*****FOR OFFICE USE ONLY*****

Records produced Date: By: Amt Paid:
 Records denied (denial attached) Pmt Type: