



RECORDS REQUEST FORM

Judge Jody Henry
JUSTICE OF THE PEACE, PCT. 1
320 County Road 451
Gainesville, Texas 76240
Tel: (940) 668-5463
Fax: (940) 668-5411

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: _____ Date: _____

Phone number: _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____

E-mail address: _____ Fax number: _____

Preferred method of delivery: (please check one) pick-up email fax

Requested items: (Please provide as much detailed information as possible)

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 *****

Rec'd by: _____ Date: _____ Amt Paid: _____

Produced by: _____ Date: _____ Pmt Type: _____