

COMAL COUNTY CLERK'S OFFICE

BOBBIE KOEPP

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NEW BRAUNFELS TEXAS 78130
PHONE: (830)221-1240 EXT. 1149 FAX: (830)608-2021

REQUESTS FOR COPIES OF PUBLIC INFORMATION
ALL REQUESTS MUST BE IN WRITING AND MUST BE LEGIBLE

**Requests are processed in the order they are received.*

Requestor Information: Date: _____ Time: _____

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Delivery Method: _____ Mail _____ Email: _____

Certified Copies (\$5.00 additional fee per document, (email not available): _____ Yes _____ No

(Request must be document specific and contain identifiers INFORMATION REQUESTED:)

(If you are an Attorney, Parent, or Legal Guardian of an individual/minor on whose behalf you are requesting this information, please specify such relationship). _____

Please use ONE research form per Case

Case Number: _____ Party Name: _____

Document Name: _____ Document Date: _____

****Please list additional document requests on the back of this page. (For same case)***

Please be specific in your request. Notification will be made if we cannot locate the information requested. You will be notified of the cost prior to printing. Credit cards are accepted, and a convenience fee of 2.85% will be applied by Certified Payments.

Fees are as follows: \$1.00 Copy Fee (Per Page)
\$5.00 Certification Fee (Per Document) (Paper Only)
Electronic Copy Fees: \$1.00 flat fee for any document 10 pages or less
\$0.10 Each additional Page (11+)

(Electronic Copies can not be certified)

This area is for Comal County Court at Law Clerk's Staff Use Only

Charges incurred:

Copy Fees: \$ _____ Fax Fee \$ _____

Certification Fee: \$ _____ Postage Fee \$ _____

Credit Card Convenience Fee: \$ _____

Clerk's Search Fee: \$ _____ (May charge up to \$18.75 per hour) **TOTAL FEES \$ _____**

Attorney General Opinion WW-607 (1959) States the following: "The county Clerk has no duty to search the records under his control and guarantee the correctness thereof."

Receipt Acknowledgement Line: _____ **Pg.1**

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