

 BRENDA SANCHEZ

COUNTY & DISTRICT CLERK

PO Box 58

109 Millican St.

Sierra Blanca, Texas 79851

 (915) 369-2301

bsanchez@co.hudspeth.tx.us

**Requester Information**

|  |  |
| --- | --- |
| First Name: | Last Name: |
| Company/ Agency (If Applicable: | Phone Number: |

Delivery Method

☐ **Mail**  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ **Email** Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Case Number: |

**\*\*If a case number is not provided a $5.00 search fee will apply.**

**Defendant Information**

|  |  |
| --- | --- |
| **Full Name** | **Date of Birth** |
| **Additional Name or Last name****($5.00 additional charge per name)** | **Social Security Number** |

**Requested Document (s)**

☐ Complaint Affidavit/Indictment/Charging Instrument

☐ Plea Agreement/ Waivers

☐ Final Judgment/Dismissal

☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Must specify title of document)

☐ Background Letter-$6.00

Pursuant to the Local Government Code all possible fees are as follows:

|  |  |
| --- | --- |
| SEARCH FEE WHEN DOCKET NUMBER NOT PROVIDED§118.011,(c) LGC | $5.00 |
| CERTIFICATION OF ANY DOCUMENT §118.011,(3) LGC | $5.00 |
| BACKGROUND SEARCH LETTER §118.011,(c) LGC | $6.00 |
| COPIES OF ANY INSTRUMENT (PER PAGE) §118.011,(c) LGC | $1.00 |

Payments are required before documentation can be provided.

If you would like to proceed with the request, please respond to the either of the following emails provided below with the following debit/credit card information:

Chief Deputy, Lucas Seymour: lseymour@co.hudspeth.tx.us

Office Manager, Lucia Snyder: lontiveros@co.hudspeth.tx.us

**Name on Card:**

**Debit/Credit Card Number:**

 **Expiration: CVV:**

 **Billing Zip Code:**

**Phone Number:**

An additional Card Convenience will be added to your total.

Payments (business check/money order/ cashier’s check) may also be mailed to the Hudspeth County Clerk’s Office using the address above.

**Please note, if no payment is received within 10 days, your request will be considered closed. It may take up to 48 hours to process your request.**

\*\*\* IF YOUR OFFICE HAS A STATUE TO WAIVE THESE FEES, PLEASE REPLY TO THE EMAIL WITH THE STATUE. IF NOT, PLEASE REPLY, SAYING YOU AGREE TO THE ESTIMATED CHARGES ABOVE. \*\*\* \*\*\*

\*\*\*IF YOUR REQUEST IS PERTAINING TO AN OPEN INVESTIGATION, PLEASE SUBMIT A LETTER ON LETTERHEAD INDICATING THE TYPE OF INVESTIGATION, ALONG WITH A CASE NUMBER. \*\*\*