

REQUEST FOR MUNICIPAL COURT DOCUMENT COPY

PERSON REQUESTING COPY: _____ DATE: _____
 AGENCY OR FIRM: _____ SIGNATURE: _____
 ATTORNEY: _____ APPOINTED HIRED

<u>DEFENDANT'S NAME</u>	<u>D OF B</u>	<u>TICKET/ CASE#</u>	<u>TYPE OF DOCUMENT</u>
			DrivingRecord-onlyTraffic/classC

NAME AND D.O.B. MUST BE FILLED OUT EXACTLY AS IT APPEARS ON THE DRIVER'S LICENSE

RECORDS NOT PICKED UP WITHIN 30 DAYS WILL BE DISCARDED

PLEASE FILL IN THE FOLLOWING FOR LETTERS OF DISPOSITION AND AFFIDAVITS

NAME: _____ D.O.B. _____ TICKET CASE #: _____
 ADDRESS: _____ PHONE: _____
 DATE & TIME OF COURT _____
 VIOLATION: _____
 DATE OF DEFENSIVE DRIVING CERTIFICATE RETURNED: _____

CHARGES:

- \$2.00 - CERTIFICATES & LETTERS OF DISPOSITION UP TO 2 YEARS FROM DATE OF DISPOSITION
- \$4.00 - CERTIFICATES & LETTERS OF DISPOSITION OLDER THAN 2 YRS FROM DATE OF DISPOSITION
- \$5.00 - EACH DRIVING HISTORY RECORD
- \$0.50 - COPY OF WARRANT, CITATION, PLEA DECLARATION

PLEASE TAKE THIS FORM TO ANY SUB-STATION OR MAIL THIS FORM, WITH YOUR CHECK OR MONEY ORDER TO:
 (If paying by check, there will be a hold for 30 days)

**MUNICIPAL COURT
 810 E OVERLAND
 EL PASO, TX 79901**

OFFICE USE ONLY

LETTER COMPLETED BY: _____

 CLERK

NO RECORD/CHECKED BY: _____
 MAILED () PICKED UP ()

 RICHARDA DUFFY MOMSEN
 MUNICIPAL COURT CLERK