

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>
			ARREST AFFIDAVIT

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