



AUSTIN MUNICIPAL COURT RECORDS/INFORMATION REQUEST

PLEASE PRINT CLEARLY AND COMPLETE ALL SECTIONS TO ENSURE PROMPT SERVICE
Upon completion email form to CourtPIR@austintexas.gov

Your Name: _____

Your Address: _____
(include city, state, and zip code)

Your Phone Number: _____ Your Email Address: _____

If requesting specific case record(s): _____ **Copies to be Certified:** ___Yes ___No

Defendant's Name: _____

Date of Birth: _____ Driver's License State and ID# _____

Case Number(s) or Violation(s): _____

Document(s) being requested:

I am requesting a copy of the Reporter's Record (trial transcript). I understand a non-certified copy may not be used for an appeal. I would like a ___ Certified Copy ___ Non-Certified Copy
Please indicate your delivery preference for the Reporter's Record ___ Standard ___ Expedited
The cost of a Reporter's Record is \$3.60 a page for a standard request and \$7.20 a page for an expedited request.

If defendant was under the age of 17 at the time of the violation, your relationship to the defendant, if any:

If requesting more general information, please describe in detail:

IMPORTANT: The Court will get back with you about the cost, if any, and the date information will be available within two working days. Fees, if required, must be paid before requested copies will be released. If you are requesting a Reporter's Record, the transcription company will advise you of the cost of your request and you will pay them directly. Reporter's Record requests are processed within 14 days for standard requests and within 5 days for expedited requests. The costs for all other requests are listed below.

CERTIFIED COPIES	\$1.00 PER PAGE
NON-CERTIFIED COPIES	\$0.10 PER PAGE
GENERAL INFORMATION	\$28.50 PER HOUR
CD OF TRIAL	\$5.00

FOR OFFICE USE ONLY

Today's Date: _____
Time: _____
Court Employee Initials: _____
Defendant's PID #: _____

Mail: _____
Pickup: _____
Call when ready (Y/N): _____
Balance due: _____