



# AUSTIN MUNICIPAL COURT RECORDS/INFORMATION REQUEST

**PLEASE PRINT CLEARLY AND COMPLETE ALL SECTIONS TO ENSURE PROMPT SERVICE**  
Upon completion email to [CourtPIR@austintexas.gov](mailto: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 or ID# \_\_\_\_\_

Case Number(s) or Violation(s): \_\_\_\_\_

Document(s) being requested: \_\_\_\_\_

If defendant was under age 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 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.

CERTIFIED COPIES	\$1.00 PER PAGE
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GENERAL INFORMATION	\$28.50 PER HOUR

### FOR OFFICE USE ONLY

Circle one:      Certified      Non-Certified

Today's Date: \_\_\_\_\_

Mail \_\_\_\_\_

Time: \_\_\_\_\_

Pickup \_\_\_\_\_

Court Employee Initials: \_\_\_\_\_

Call when ready (Y/N): \_\_\_\_\_

Defendant's PID #: \_\_\_\_\_

Balance due: \_\_\_\_\_