

**BASTROP COUNTY JUSTICE COURT PRECINCT ONE**  
**RECORDS REQUEST FORM**

If you are requesting records from the Court, then please complete the form below in FULL. Partial or Incomplete requests cannot be considered for review. Once the request is filled out, you can then either mail, email, fax or drop it off to our Court. Call 512-581-4258 to obtain an email address to send it to. Our Fax # is 512-5814254. Our physical address is 803 Pine Street, Bastrop, Texas, 78602 to personally deliver it to. If you wish to mail the request form, our preferred mailing address is PO Box 336, Bastrop, Texas, 78602. Please be sure to make a copy of this form for your records.

Once the form is received, a clerk will review for completeness and then submit to Judge Allen for review. A clerk will then get back with you on the next step.

Our Open Records Requests need to contain the following information:

**Please input YOUR contact information below.**

Name\_\_\_\_\_

Company/Organization\_\_\_\_\_

Mailing Address\_\_\_\_\_

City\_\_\_\_\_ \* State\_\_\_\_\_ \* ZIP Code\_\_\_\_\_

E-Mail Address.\_\_\_\_\_

Phone Number\_\_\_\_\_. Fax Number\_\_\_\_\_

**Please provide the complete name(s), address, docket number, Driver's License number (if applicable) of the person/case you are inquiring about; You also need to list the purpose of your request, what exactly you are requesting and why you are requesting it:**\_\_\_\_\_

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**When a clerk gets back with you in regards to your request, please be advised that the following charges will apply as under Sec. 118.121**

**Certified Copies: ( 2.25 for the first certified copy, 0.25 cents each additional page)**

**Non-Certified Copies: (\$1.25 for the first non-certified copy, 0.25 center each additional page)**

**Individuals are entitled to request and review their personal information that the Court has in their files also IN PERSON. To review such information IN PERSON, contact us at 512/581-4258.**