



City of Huntsville Municipal Court

717 FM 2821 West, Suite 200, Huntsville, Texas 77320
Phone (936) 291-5476

INFORMATION / RECORD REQUEST

Request Received _____
Date _____ By _____

NOTE Court records of convictions and dismissal after deferred dispositions are **CONFIDENTIAL** after 5 yrs from the date of conviction or dismissal. (45.0218 CCP)

This is a request for the following:

_____ Certified Disposition _____ Copy of Judgment/Sentencing
_____ Copy of Citation
_____ Other (specify) _____

Information is being requested on:

DEFENDANT _____
Last _____ First _____ Middle _____

DOB: _____ DL/ID: _____

Person requesting information:

_____ I am the Defendant - contact phone # _____
_____ I am not the Defendant – Name: _____
contact phone #: _____

Delivery of information:

_____ Mail/Email to : _____
_____ Will pick up. Contact Phone # _____

Signature of Requestor _____ Date _____

This section to be completed by the Court:

_____ Completed – Records located and provided to requestor.
_____ Completed – Record requested were not located on file with this court.
_____ Records destroyed as per City of Huntsville Records Retention Schedule.
_____ Hold (Reason): _____

Clerk Comments: _____

Request processed by: _____
Deputy Court Clerk _____ Date _____