

RECORD SEARCH PROCEDURES

*Sue Murphy
Austin County District Clerk
One East Main
Bellville, Texas 77418-1598
979-865-5911*

Record Search by the Public

Records from the 155th Judicial District Court and the County Court at Law which have been filed with the Austin County District Clerk are public records. Indexes and a computer terminal are available in the District Clerk's office for research by the public.

Record Search by District Clerk or Deputy

In accordance with Government Code 51.318, there is a **\$5.00 fee per person** for a record search which is performed by the District Clerk or a Deputy District Clerk.

In-Person Request: If a customer requests the service, the District Clerk or a Deputy District Clerk will perform the record search for the appropriate fee.

Request by Mail: A record search requested through the mail must be accompanied by a **written request**, indicating the person's name, the period of time to be searched, and specific results, if any, needed from the search. In addition to a personal or cashier's check or money order, a **self-addressed, stamped envelope** must also accompany the request so that results may be returned promptly.

Results of Record Search: There will be **no telephone calls** made to verify the results of a search; however, a facsimile response is available for an additional \$2.00. If the additional fee is not received, results will be returned through the mail.

Copies Requested: Copies of records may be purchased at \$1.00 per page.

Criminal Records

Felony criminal records are filed in the 155th Judicial District Court. If a misdemeanor record search is necessary, please contact:

Carrie Gregor, Austin County Clerk
One East Main
Bellville, Texas 77418
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