



# Municipal Court

124 Old San Antonio Rd, Boerne Texas 78006

Phone (830) 248-1504 Fax (830) 331-9465

Email [courtstaff@ci.boerne.tx.us](mailto:courtstaff@ci.boerne.tx.us)

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## REQUEST FOR COURT RECORDS/INFORMATION

Date \_\_\_\_\_ Requester \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### This is a request for the following:

\_\_\_\_\_ Certified Disposition \_\_\_\_\_ Copy of Judgment/Sentencing

\_\_\_\_\_ Copy of Citation/Complaint

\_\_\_\_\_ Other (specific and detailed description) \_\_\_\_\_

### Information is being requested on:

\_\_\_\_\_ I am the Defendant.

DEFENDANT \_\_\_\_\_  
Last First Middle

DOB: \_\_\_\_\_ DL: \_\_\_\_\_

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Signature of Requestor

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### *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 Boerne Records Retention Schedule.

\_\_\_\_\_ Hold (Reason): \_\_\_\_\_

Clerk Comments: \_\_\_\_\_

Request processed by: \_\_\_\_\_ Date \_\_\_\_\_  
Court Clerk