

**COPY REQUEST FORM**



**Laura Hinojosa  
Hidalgo County District Clerk**

100 N. Closner, Edinburg, Texas 78539 | p: 956.318.2200 | f: 956.318.2251 | [districtclerk@co.hidalgo.tx.us](mailto:districtclerk@co.hidalgo.tx.us)

<b>REQUESTED BY:</b>  Name:  Firm:  Address:  Phone: Fax: E-mail:	<b>COPY SPECIFICATIONS:</b>  <input type="checkbox"/> Certified <input type="checkbox"/> Uncertified  <b>RETURN BY:</b>  <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Will call Pick up date: _____  NUMBER OF COPIES: _____
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CASE NUMBER (If no case #, provide party info below):
STYLE:
PARTIES (include DOB):

**LIST THE DOCUMENTS TO BE COPIED AND NUMBER OF PAGES IF AVAILABLE**

Document: _____ No of pages: _____	Document: _____ No. of pages: _____
Document: _____ No of pages: _____	Document _____ No. of pages: _____

I am requesting a copy of a divorce decree and, pursuant to the Health and Safety Code, Sec. 191.048, wish to make a \$5 contribution to the Texas Home Visiting Program which matches parents with early childhood programs in Texas, including Hidalgo County.

<input type="checkbox"/> I hereby authorize the Hidalgo County District Clerk to charge my credit card for the payment of services requested above. <input type="checkbox"/> Credit card: _____ Number: _____ Card Expiration: _____ Name Printed on credit card: _____ Authorized signature: _____ Credit card billing address: _____ <p style="text-align: center; color: red; font-weight: bold;">*** Please attach a copy of the holder's credit card and driver's license to this request ***</p> <input type="checkbox"/> Money Order/Cashier's Check Type: _____ Number: _____
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- NOTICE**
1. Advance payment of copies is required prior to processing request.
  2. A convenience fee for credit card purchases applies and depends on the amount of purchase.
  3. Orders over one hundred pages may require more than 24 hours to complete.
  4. A \$5.00 search fee will be applied when a cause number is not provided.
  5. Copies can be mailed in a self-addressed stamped envelope; postage can be charged to credit card.

**FOR OFFICE USE**

Copies processed by:	Total No. of pages:	Receipt No:
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