



City of Rockwall  
*The New Horizon*  
**REQUEST FOR RECORDS**

Texas CCP 45.0217(b) – Juvenile Information will only be released to the Juvenile, Parents/Guardian/Managing Conservator of Juvenile, Attorney for the Juvenile, Criminal Justice Agency, or DPS.

Date of Request: \_\_\_\_\_

**This is a request for the following:**

\_\_\_\_\_ Copy of Judgment/Disposition Case #(s) \_\_\_\_\_

\_\_\_\_\_ Certified Copy of Judgment/Disposition Case #(s) \_\_\_\_\_

\_\_\_\_\_ Other (specify) \_\_\_\_\_

**Information is being requested on:**

Defendant: \_\_\_\_\_

Last

First

Middle

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

**Person requesting information:**

\_\_\_\_\_ I am the Defendant – daytime contact phone # \_\_\_\_\_

\_\_\_\_\_ I am not the Defendant – Name: \_\_\_\_\_

Daytime contact phone #: \_\_\_\_\_

**Delivery Information:**

\_\_\_\_\_ Mail to: \_\_\_\_\_

\_\_\_\_\_ Will pick up. Daytime contact phone # \_\_\_\_\_

Signature of Requestor

Date

**This section to be completed by the Court:**

\_\_\_\_\_ Completed – Records located and provided to requestor.

\_\_\_\_\_ Completed – Records requested were not located on file with this court.

\_\_\_\_\_ Records destroyed as per City of Rockwall Records Retention Schedule.

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

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

Request processed by: \_\_\_\_\_ Date: \_\_\_\_\_