



City of Austin Municipal Court

Address: 6800 Burleson Rd., Bldg 310, Ste 175, Austin, TX 78744

Mail: P.O. Box 2135, Austin, TX 78768

Phone: (512) 974-4800; *Fax:* (512) 974-4882

Email: court@austintexas.gov; *Internet:* www.austintexas.gov/court



REQUEST FOR JUDICIAL RECORDS

PLEASE PRINT CLEARLY AND COMPLETE ALL SECTIONS TO ENSURE PROMPT SERVICE. Upon completion email form to CourtJIR@austintexas.gov. This is a request for Judicial records and will be answered in accordance to Rule 12.

Your Name: _____

Your Address: _____

(include city, state, and zip code)

Your Phone Number: _____ Your Email Address: _____

If requesting specific case record(s):

Copies to be Certified: Yes No

Defendant's Name: _____

Date of Birth: _____ Driver's License State and ID# _____

Case Number(s) or Violation(s): _____

Document(s) being requested:

I am requesting an audio recording of the trial: Yes No

*Please note this CD alone cannot be used for an appeal. See "[A Citizen's Guide to Appeal](#)" for instructions.

If defendant was under the age of 17 at the time of the violation, your relationship to the defendant, if any:

If requesting more general information, please describe in detail:

IMPORTANT: The Court will get back with you about the cost, if any, and the date information will be available within two working days. Fees, if required, must be paid before requested copies will be released.

CERTIFIED COPIES	\$1.00 PER PAGE
NON-CERTIFIED COPIES	\$0.10 PER PAGE
GENERAL INFORMATION	\$28.50 PER HOUR
CD OF TRIAL	\$5.00 PER CD

FOR OFFICE USE ONLY:

Today's Date: _____ Mail: _____

Time: _____ Pickup: _____

Court Employee Initials: _____ Call when ready (Y/N): _____

Defendant's PID #: _____ Balance due: _____

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request