



# BEVERLEY MCGREW WALKER

DISTRICT CLERK  
Fort Bend County, Texas

## REQUEST FOR DATA INFORMATION

All requests must be in **WRITING**, please be specific and detailed.

Format:  Report  CD-ROM  FTP Site  USB external hard drive (provided by customer)

Date Needed: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Telephone Number and/or ext. number: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
Street City State Zip

Type of Data requested: \_\_\_\_\_

How is the data going to be received:  Mail  E-Mail  Picked Up  FTP site

Frequency:  One-Time  Weekly  Monthly

If you have any questions, please contact our office at **281-633-7621** or [datareport@fortbendcountytexas.gov](mailto:datareport@fortbendcountytexas.gov).

Company Name: \_\_\_\_\_

### Reports:

**Family/Civil data extract  
date format: 1991 to 2013**

Case Number  
Style  
Case Type  
File Date  
Court Party  
Type Party  
Name  
Address (City, State, Zip)  
Judge  
Attorney  
Case Status Date  
Case Status

**Criminal data extract  
date format: 1982 to  
10/31/2015**

Case Number  
Style  
Case Type  
File Date Court  
Offense Date  
Offense  
Party Type Party  
Name Alias  
Address (City, State, Zip)  
Judge  
Attorney  
Case Status Date  
Case Status

**Family/Civil data date extract  
format: 2014 – Present**

**Criminal data date extract  
format: 11/01/2015 to Present**

**NOTE:** Sensitive Information will not be included in the report. Please refer to the below Texas Supreme Court Mandate link.

Texas Supreme Court Mandate: Rule 21c

<http://www.supreme.courts.state.tx.us/miscdocket/13/13916500.pdf>

Case Number  
Style  
Case Type  
File Date  
Court  
Offense Date  
Party Type  
Party Name  
Alias  
Address (City, State, Zip)  
Judge  
Attorney  
Case Status Date  
Case Status

#### Physical Address

1422 Eugene Heimann Circle, Room 31004  
Richmond, Texas 77469

Phone: (281) 341-4509  
Fax: (281) 341-4519

#### Mailing Address

301 Jackson Street, Room 101  
Richmond, Texas 77469

**Data Fees:**

**Paper printout/Email from District Clerk's Public Information**

- \$5.00 Administrative Fee
- Electronic/Paper Certified Copies: \$5.00 Certificate and Seal + \$1.00 per page
- Electronic Non-Certified Copies: \$1.00 per page up to 10 pages + \$0.10 for each additional page
- Paper Non-Certified Copies: \$1.00 per page

**FTP Site - (Text and/or Images) from District Clerk's Public Information**

\$50.00 One-Time Administrative Fee for establishing an FTP Account

- \$15.00 per weekly FTP up to 1 GB of Family data (or any portion thereof)
- \$15.00 per weekly FTP up to 1 GB of Civil data (or any portion thereof)
- \$15.00 per weekly FTP up to 1 GB of Criminal data (or any portion thereof)
- \$15.00 per monthly FTP up to 1 GB of Family data (or any portion thereof)
- \$15.00 per monthly FTP up to 1 GB of Civil data (or any portion thereof)
- \$15.00 per monthly FTP up to 1 GB of Criminal data (or any portion thereof)

**CD-ROM**

- \$15.00 per CD-ROM not to exceed 700 Mb of data

**USB**

**(District Clerk provides computer and customer provides USB hard drive)**

- \$40.00 per daily export of data not to exceed 8 hours run time

**E-Mail**

**(Text only) from District Clerk's Public Information**

- \$15.00 per bi-weekly text data formatted on Excel spreadsheets up to 14 MB
- \$15.00 per monthly text data formatted on Excel spreadsheets up to 14 MB

**METHOD OF PAYMENT:**

Cash  Credit Card

Money Order/Cashier Check

Pay By Mail – Money Order & Cashier Checks  
(Personal Checks are not accepted)

Pay By Internet:

[www.officialpayments.com](http://www.officialpayments.com)

Pay by Phone:

(Please see Pay by Phone Instructions)

**1-877-246-2232**

**PAY BY PHONE INSTRUCTIONS:**

1. Automated Service / Your Payment Option will be #3 Local
2. Jurisdiction Code: 6136 (to access our office)
3. Enter 1 – you selected Fort Bend County District Clerk
4. Type of Payment – press 1 – For Civil
5. Enter Last 6 digits of your cause number
6. Your case number for Data Requests will be: (000000)
7. Enter a good contact phone number
8. Press 1 – If Correct
9. Enter Amount of Money you are paying our office
10. Press 1 – If Correct
11. It will tell you about your Convenience Fee\*  
and give you a total amount that will be charged to your credit card
12. After you receive a confirmation number; you will need to call back the original clerk in which you spoke with at the District Clerk's office to further process your request

Charge to Escrow Acct # \_\_\_\_\_

\_\_\_\_\_  
Authorized signature for escrow charge

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