



**DELIA BRIONES  
COUNTY CLERK**

500 E. San Antonio Suite 105  
El Paso, Texas 79901  
(915) 273-3532

[ClkCrimmail@epcountytexas.gov](mailto:ClkCrimmail@epcountytexas.gov)

**Requester Information**

First Name	Last Name
Company/Agency (If Applicable)	Phone Number

**Delivery Method - Please select one or both options (the total cost will be based on your selection)**

**MAIL** Address: \_\_\_\_\_

**EMAIL** E-mail Address: \_\_\_\_\_

Case Number
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**\*\*If a case number is not provided a \$5.00 search fee will apply.**

A certified copy is a photocopy of the primary document in its true and correct form, which contains an endorsement by the deputy clerk.

Do you need certified copies of the documents?      **NO**                       **YES**

**\*\*Certification per document- \$5.00**

**Defendant Information**

Full Name	Date of Birth
Additional Name or Last Name (\$5.00 additional charge per name)	Social Security Number

**Requested Document(s)**

Complaint Affidavit/ Indictment/ Charging Instrument

Plea Agreement / Waivers

Final Judgement / Dismissal

Other: \_\_\_\_\_

**(Must specify title of document.)**

Background Letter - \$6.00

**\*\*Additional Name or Last Name (\$5.00 additional charge per name)\*\***

Pursuant to the Local Government Code all possible fees are as follows:

SEARCH FEE WHEN DOCKET NUMBER NOT PROVIDED §118.011,(c) LGC	\$ 5.00
CERTIFICATION OF ANY DOCUMENT §118.011,(3) LGC	\$ 5.00
BACKGROUND SEARCH LETTER §118.011,(c) LGC	\$ 6.00
COPIES OF ANY INSTRUMENT (PER PAGE) §118.011,(c) LGC	\$ 1.00

Please note all case records are available free of charge on our County Website at:

<http://casesearch.epcounty.com/PublicAccess/default.aspx>

Payments are required before documentation can be provided.

If you would like to proceed with the request, please complete the following debit/credit card information:

**Name on Card:**

**Debit/Credit Card Number:**

**Expiration:**

**CVV:**

**Billing Zip Code:**

**Phone Number:**

An additional 2.50% Credit Card Convenience Fee/\$2.95 Debit Card Convenience Fee (Minimum Fee of \$2.00 per transaction) will be added to your total. If your payment is not honored for any reason, the county may assess a service charge in addition to the original payment amount. -LGC §132.004

If a company card is used, a letter on official letterhead is required from a manager, department head, or cardholder to authorize card users and transactions.

Payments (business check/money order/ cashier's check) may also be mailed to the El Paso County Clerk's Office using the address below.

**Please note, if no payment is received within 10 days, your request will be considered closed.**

**It may take up to 48 hours to process your request.**

**\*\*\* IF YOUR OFFICE HAS A STATUTE TO WAIVE THE FEES, PLEASE REPLY TO THE EMAIL WITH THE STATUTE. IF NOT, PLEASE RESPOND BY CONFIRMING YOUR AGREEMENT TO THE ESTIMATED CHARGES. \*\*\***