

COUNTY CLERK SEARCHES

EFFECTIVE 1/01/2022

OPR SEARCHES

THESE ARE SUBJECT TO PIA REQUEST IF THEY HAVE THE INFORMATION. NO SEARCHES!!! THEY CAN LOOK AT WEBSITE OR COME INTO THE OFFICE. THEY NEED TO HAVE SPECIFIC INFORMATION IN ORDER TO GET COPIES.

Atty General Opinion April 24, 1959 WW-607

SUMMARY

The County Clerk has no duty to search the records under her control and guarantee the correctness thereof.

CRIMINAL/PROBATE/CIVIL SEARCHES

NOT SUBJECT TO PIA REQUESTS PER RULE OF JUDICIAL ADMINISTRATION 12

12.4 Access to Judicial Records.

(a) **Generally.** Judicial records other than those covered by Rules 12.3 and 12.5 are open to the general public for inspection and copying during regular business hours. But this rule does not require a court, judicial agency, or records custodian to:

- (1) create a record, other than to print information stored in a computer;
- (2) retain a judicial record for a specific period of time;
- (3) allow the inspection of or provide a copy of information in a book or publication commercially available to the public; or
- (4) respond to or comply with a request for a judicial record from or on behalf of an individual who is imprisoned or confined in a correctional facility as defined in Section 1.07(a), Penal Code, or in any other such facility in any state, federal, or foreign jurisdiction.

PROBATE/CIVIL CASES – THEY CAN COME INTO THE OFFICE AND SEARCH THEMSELVES. RECORDS ARE OPEN MONDAY THROUGH FRIDAY 8:30AM UNTIL 4:30PM EXCLUDING HOLIDAYS.

If they have the cause number, you can retrieve information under that cause number only!!!

CRIMINAL CASES – UNLESS THE CUSTOMER KNOWS A SPECIFIC CAUSE NUMBER, SEND THEM TO DPS FOR COMPLETE BACKGROUND CHECK. IF THEY WANT COPIES, EVERYONE PAYS \$1 PER PAGE FOR COPIES (EXCEPT OTHER GOVERNMENT AGENCIES IF REQUEST ON LETTERHEAD, CAUSE #, DATE, ETC).