



# City of Huntsville Municipal Court

717 FM 2821 West, Suite 200, Huntsville, Texas 77320  
Phone (936) 291-5476 Fax (936) 295-8097

## INFORMATION / RECORD REQUEST

Request Received \_\_\_\_\_  
Date \_\_\_\_\_ By \_\_\_\_\_

\*\*\*NOTE\*\*\* Court records of convictions and dismissal after deferred dispositions are **CONFIDENTIAL** after 5 yrs from the date of conviction or dismissal.

### This is a request for the following:

\_\_\_\_\_ Certified Disposition \_\_\_\_\_ Copy of Judgment/Sentencing  
\_\_\_\_\_ Copy of Citation  
\_\_\_\_\_ Other (specify) \_\_\_\_\_  
\_\_\_\_\_

### Information is being requested on:

DEFENDANT \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

DOB: \_\_\_\_\_ DL/ID: \_\_\_\_\_

### Person requesting information:

\_\_\_\_\_ I am the Defendant - contact phone # \_\_\_\_\_  
\_\_\_\_\_ I am not the Defendant – Name: \_\_\_\_\_  
contact phone #: \_\_\_\_\_

### Delivery of information:

\_\_\_\_\_ Mail/Email to : \_\_\_\_\_  
\_\_\_\_\_ Will pick up. Contact Phone # \_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_\_\_ Completed – Records located and provided to requestor.  
\_\_\_\_\_ Completed – Record requested were not located on file with this court.  
\_\_\_\_\_ Records destroyed as per City of Huntsville Records Retention Schedule.  
\_\_\_\_\_ Hold (Reason): \_\_\_\_\_

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

Request processed by: \_\_\_\_\_  
Deputy Court Clerk \_\_\_\_\_ Date \_\_\_\_\_