

# RECORD SEARCH

## Record Search by the Public

Records from the County Clerk's Office, County Court at Law which have been filed with the Medina County Clerk are public records. Indexes and a computer terminal are available in the County Clerk's Office for research by the public.

## Record search by the County Clerk or Deputy

In accordance the Government Code 51.318, there is a **\$5.00 fee per person** for a record search which is performed by the County Clerk or a deputy County Clerk.

**Request by mail:** A record search requested through the mail must be accompanied by a **written request**, indicating the person's name, the period of time to be searched and specific results, if any, needed for the search. In addition to a personal or cashier's checks or money order, a **self-addressed stamped envelope** must also accompany the request so that results may be returned.

There will be no telephone calls made to verify the results of a search.

**Copies:** Copies of records may be purchased at \$1.00 per page. Certified copies may be purchased at \$5.00 for certification and \$1.00 per page.

Thanks,



Lisa J. Wernette