



Municipal Court of the City of Laredo

4610 Maher Ave. Laredo, Texas 78041

Ph: 956-794-1680 Fax 956-717-3407

Email: laredomunicipalcourt@ci.laredo.tx.us

www.cityoflaredo.com/Municipal_Court

Records Request

The Municipal Court of the City of Laredo is not subject to the Public Information Act (Government Code, Chapter 552), but to Rule 12 of the Rules of Judicial Administration. Rules of Judicial Administration are available from the Supreme Court of Texas' website, <http://www.supreme.courts.state.tx.us/rules/rja-home.asp%23rja12>.

Requests under Rule 12 are to be processed within 14 days of receipt of the request. If this is not possible, you will be informed in writing of the delay, and will be informed when the documents will be produced or a copy provided.

Date: _____

Requestor Information

Name: _____

Company Represented, if applicable: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

Check delivery method of information: Mail Pick up E-mail

Description of Court Record(s) Requested

Name of Defendant: _____ Date of Birth: _____

Other Names Used: _____ DL: _____

Case Number: _____ Time Frame: _____

Information Requested (Attach additional sheets if necessary):

I understand the City of Laredo is under no obligation to create a record to satisfy my request. Requests can only include documents or other information that is already in existence. The City of Laredo is under no obligation to comply with a standing/ongoing request for information.

Signature

PLEASE NOTE:

The person making the request may not be asked to disclose the purpose of the request as a condition for obtaining information. Inquiries to identify, and to clarify the nature and scope of the request are permitted.

Home addresses are generally exempt from disclosure under Rule 12; business contact information will be provided as appropriate.

A fee may be due before information can be released.

For Court Staff Use Only

Approved by: _____