

**CITY OF COPPELL
MUNICIPAL COURT**

REQUEST TO VIEW COURT RECORDS

(To Be Filled Out By Requesting Person)

Today's Date: _____

Specific Records Requested for Viewing:

Case No. or Name and DOB: _____

Type of Case: _____

Date Case Filed: _____

OR

1) _____

2) _____

3) _____

Please be as specific as possible when making your request. Requests that include more than 3 parameters can not be filled and you will receive a call from the Records Clerk.

Requested by: _____

Print Name

Address

Contact Phone Number

For Municipal Court Office Use Only

Request Received: _____ Clerk Initials: _____
(Date)

Documents Ready for Viewing on: _____ Date _____ Clerk/ Records Clerk _____

The above Referenced documents were made available for my viewing
on _____ Date _____ Requestor's Signature _____

Documents Provided by: _____