

RECORDS SEARCH - ALL REQUESTS FOR SEARCHES OR COPIES MUST BE IN WRITING.

District Court records may be searched using the following methods:

1. Search terminals are available in the reception area of the District Clerk's office during regular business hours for public use. Regular Public business hours are Monday through Friday 7:30 A.M – 4:00 P.M. Closes during the noon hour 12:00-1:00 P.M, weekends and Holidays. Phone number is 830/796-4606.
2. The District Clerk's office will conduct searches (civil and criminal) covering the past 15 years for \$5.00 per name and/or document searched. For each additional year beyond the past 15 years add \$1.00 per year. Please allow two business days for results.
3. Civil and Criminal Court Case Information may also be accessed over the Internet at <http://www.idocket.com>
4. The cost for a copy of a document filed in a specific case is \$1.00 per page. Certified copies are \$1.00 per page plus \$5.00 for the Seal.

PAYMENT FOR RECORD SEARCHES AND/OR COPIES IS REQUIRED IN ADVANCE.

To request a record search or order copies on-line, e-mail Records Clerk Deputy Paula Swinney at pswinney@banderacounty.org or District Clerk Tammy Kneuper at districtclerk@banderacounty.org for a quote on the cost of your request. Once you have received a return message with the price quote, you may enter credit card information at <http://www.certifiedpayments.net> or call 866-549-1010 and use **BUREAU CODE #7685580**, then follow the instructions to enter your card information.

We will mail a record search certificate (if required) or e-mail results of the record search once we receive confirmation the payment transaction has been completed (usually within 24 hours). Please indicate which you prefer; e-mail response or record search certificate mailed to you.

Copies or certified copies will be mailed to the address provided within two working days after confirmation of payment. Please be sure to include you name and address in your e-mail request.

If you prefer, you may mail your request for a record search or for copies along with a check or money order to:

Bandera County District Clerk
P.O. Box 2688
Bandera, Texas 78003-2688
(830)796-4606

BANDERA COUNTY DISTRICT CLERK
Civil and Family Filing Fees
Effective 01/01/2022

MISCELLANEOUS FEES	Amount	Statute
Filing fee for any document not subject to a filing fee under 118.052(2), 135.101, 135.102	\$1.00	LGC 3.14(A)
Search fee – any file or record to find a cause number or existence of an instrument or record	\$5.00	GC 51.318(b)(3&4) AMENDED
Preparation of clerks record on appeal	\$1.00	GC 51.318(b)(5)
Approving and recording a bond	\$5.00	GC 51.318(b)(6)
Certificate and Seal	\$5.00	GC 51.318(b)(7)(A)
Certified copy on paper	\$1.00	GC 51.318(b)(7)
Non-Certified paper copy	\$1.00	GC 51.318(b)(8)(A)
Non-Certified document converted to electronic	\$1.00	GC 51.318(b)(8)(B)
Non-certified electronic document	For each page up to 10 is \$1.00 plus .10 cents for each additional page or part of a page	GC 51.318(b)(8)(C)
Abstract Judgment	\$8.00	GC 51.318(b)(4)
Issuance of any document or process, subpoenas, order of sale, capias, Writs	\$8.00	GC 51.318(b)(2)
Court Registry – Administration Expense On funds not earning interest 5% On funds earning interest <i>\$50.00 is excluded from funds generated in Family law cases (9-1-99)</i>	5% Up to \$50.00 10% of interest accrued	LGC 117.055 LGC 117.054
Insufficient Check	\$30.00	Bus. & Com. Code 3.506]
Sheriff-Bailiff Fee added to new filed cases (May not be charged on Protective Orders-set by Commissioner's. Court.)	\$15.00	LGC 118.131
Certificate of name change in divorce	\$10.00	FC 45.106(c)
Notice of final judgment/Decree	\$10.00	GC.51.319/FC 6.710
Issuance of withholding order or writ	\$15.00	FC 110.004
Issuance of withholding order or writ	\$15.00	FC 110.004
To mail Order suspending license–collect from obligor only	\$5.00	FC 232.013(b)
Protective Order (to be assessed against respondent only)	Civil fee Plus \$16.00	FC 81.003