



City of Conroe Municipal Court

2300 Plantation Dr., Conroe, TX 77303
Phone (936) 522-3380 Fax (936) 522-3396

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 Conroe Records Retention Schedule.

Hold (Reason) _____ :

Clerk Comments: _____

Request processed by: _____
Deputy Court Clerk

Date