

COURT CERTIFIED RECORDS REQUEST

If you are seeking certified court records adjudicated in the Kennedale Municipal Court, please complete the records request application. The Municipal Court records division has custody of court records relating to cases adjudicated within the court as well as documents and records signed by a Kennedale Municipal Court judge in their capacity as judge or magistrate for the City of Kennedale.

You may have your records mailed to you, e-mailed to you or you may pick them up in person. Please note, that due to the size of some record responses that not all delivery options are available. There is a cost of ten cents (\$.10) per page for records. Additional fees may incur for different types of media or if the record response is larger than 50 pages. A court records clerk will advise you in advance of any charges related to your request. We only accept cash, certified check and money order for records. At this time, we do not accept personal/business checks or credit cards for certified records. The court has 10 business days to provide your records or notify you in writing how long it will take to provide you a response.

The Judge has the authority not to release certain information

The court does not have custody or control of police records such as police reports or incident reports. If you are seeking police records you will need to request that from the police department. This court only has court records for cases adjudicated with this court or signed by a Municipal Court judge in their capacity as a judge or magistrate for the City of Kennedale. Requests for records adjudicated in a different court will need to be requested from the court that adjudicated the case. If you are seeking records for other City of Kennedale agencies, please contact the City Secretaries office.

Court Certified Records Request Form

Court Records Only!

This request is for certified court records only. If you are seeking police reports, accident reports or incident reports, please contact the police department's record division.

Person's Name (Please list the full name of the person for whom you are seeking records.)

Person's Date of Birth

Address of Person for Whom you are Seeking Records

Citation / Cause Numbers

Please list all the citation or cause numbers you want included in the record search

Record Sought

Please indicate what types of records you are seeking such as a certified letter of final disposition or order of the judge. Please be as specific as possible.

Requestors Name

Requestors Address

Requestors Phone Number

Requestors Email Address

How would you like to receive your record response*

Please e-mail the response

Please mail the response

I will pick up the response in person

Please indicate how you would like to receive your records. Depending on the size of the record response, some delivery options may not be available. There is a charge of ten cents per page (\$.10 / page). Payment may be made with cash, money order or certified check. The court does not accept credit cards or personal/business checks for records.