



**JANA LEMONS
JUSTICE OF THE PEACE
PRECINCT COUNTYWIDE
ARMSTRONG COUNTY, TEXAS**

COPY FEES AND REQUESTS FOR COPIES

The court will assess a copy fee of \$1.00 for the 1st page and .25 cents per each additional page for a regular copy of documents. (Local Government Code 118.121) The court will provide one free copy of a Court Order, Community Service Verification form per party and/or attorney. Additional copies will incur the \$1.00 for the 1st page and .25 cents per each additional page fee. Two-sided documents are considered two pages.

Plaintiffs in Civil Suits are required by Part V of the Texas Rules of Civil Procedure (TRCP) to provide an adequate number of copies of an Original Petition and any other accompanying documents for each defendant being served. The Court will make copies at a rate of \$1.00 for the 1st page and .25 cents per each additional page for copies needed to satisfy TRCP requirements. (TRCP 501.1(d))

Certified Copies are \$2.00 for the first page and .25 cents for each additional page. (Local Gov. Code 118.121) (Duplicate copies of lost or misplaced citations will follow under this category)

There is the copy machine fee of \$0.07 per page and Document retrieval charge of \$5.00.

Postage and Shipping will be added if requesting return by mail or certified mail.

A person or entity requesting a copy of a document should provide the request for copies in writing that should include:

- the case styling and case type or charge; or the unique cause or docket number; and,
- the name or specific description of the document which the person or entity seeks; and,
- whether certified copies are requested; and
- proof of the requesting individual's ID (copy of state-issued ID or DL), unless the request is made by an attorney or attorney's firm representing a party in the case and the request identifies a state bar number.

Requests by mail should contain the proper copy fee and a self-addressed, stamped envelope for the return of copies.

SELF ADDRESSED, STAMPED ENVELOPES FOR RETURNS

A party requesting any documents/items be returned by mail must provide a self-addressed envelope with adequate postage for the requested return. Otherwise, requested documents/items may be retrieved at the court office located at 101 Trice Claude, Texas 79019 during business hours.