



## City of Houston Municipal Courts Department

# Guidelines for Requesting Court Records

The Municipal Courts Public Information Office can provide records for Class C Misdemeanors and City Ordinance Violations issued in the city of Houston.

- Requests for City of Houston records will be processed within **14 business days**.
- Request can be submitted the following ways:
  1. **Online:** [www.houstontx.gov/courts/request-court-records](http://www.houstontx.gov/courts/request-court-records)
  2. **Email:** [court.record-request@houstontx.gov](mailto:court.record-request@houstontx.gov)
  3. **In Person:** Mon.-Fri., 8a-5p  
1400 Lubbock St.  
2nd floor, Rm# N203  
Houston, TX 77002
  4. **Fax:** 713.247.4775 (Attn: PIO)
  5. **Mail:** Municipal Courts  
Public Information Office  
P.O. Box 4996  
Houston, TX 77280-4996  
*Attn: Open Records Dept.*
- The following information must be included in the request:
  1. Full Name of Defendant
  2. Date of birth
  3. Driver's License Number (if available)
  4. Social Security Number (if available)
  5. Search Details (arrests, open cases, warrants, all records, etc.)
  6. Timeframe (Past 5 years, Past 12 months, etc.)

**Note:** Criminal record checks for Class A & B offenses are handled by the Harris County Courthouse, located at 1201 Franklin, 3rd floor, Houston, TX 77002 (713.755.5000).

### Costs / Fees

Certified Letter of Disposition	\$20.00
Certified Case Details (per case number)	\$3.40/1st page \$1.70/each add'l pg
Non-certified Case Details	\$0.75/each pg