

Montgomery County Clerk - Court Division Search Request Form

Conduct a search of the: Civil Criminal Probate/Guardianship

records. The fee for searching the records is \$5.00 per name, per section. The fee must be included with the request. (Example: one name searched in probate and civil would be \$10.00.)

Civil Search:

The information submitted will be used to conduct a search as both a plaintiff and a defendant in the County Courts at Law. (Note: civil cases filed with the County Clerk have a limit of \$500.00 because of concurrent jurisdiction, except for JP Appeals and Judgment NISI's. We also file Occupational Drivers License.)

Name _____
or Company Name: _____

Address: _____

Criminal Search:

The more identifiers you can supply will assist us in providing a more thorough search of the **criminal misdemeanor records**.

Name: _____

Date of Birth: _____

Social Security Number: _____

Drivers License Number & State: _____

Alias (AKA): _____

Probate/Guardianship Search:

Name of Deceased/Ward: _____

Date of Death: _____

(does not apply for Guardianship search)

If a docket sheet is available, please indicate _____ (check here) if you would like us to include a copy of it with your search results. This sheet will give you information regarding dates, pleadings filed, and the number of pages filed. You can use this sheet to request copies and determine fees. Copies of documents filed with the Clerk are \$1.00 per page, and an additional \$5.00 (per file) if you request the documents be certified.

Mail this completed form along with the appropriate fees to:
Montgomery County Clerk, Court Division, P.O. Box 959, Conroe, TX 77305