



Second Administrative Judicial Region of Texas  
Olen Underwood

Presiding Judge  
*Melanie Sipes, Administrative Assistant*  
[melanie.sipes@mctx.org](mailto:melanie.sipes@mctx.org)

REQUEST FOR RECORDS

FIRST NAME: \_\_\_\_\_ MI \_\_\_\_\_ LAST NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

BUSINESS HOURS TELEPHONE NO. \_\_\_\_\_

FAX # (IF APPLICABLE): \_\_\_\_\_

PREFERRED DELIVERY: PICK-UP \_\_\_\_\_ US MAIL \_\_\_\_\_ ON SITE INSPECTION \_\_\_\_\_

EMAIL \_\_\_\_\_ FAX: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Documents Requested and Date of Documents:**

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