



JUDICIAL BRANCH CERTIFICATION COMMISSION

Regulatory Services of the Office of Court Administration

Request for Records

The Judicial Branch Certification Commission is a judicial branch entity. As such, it is not subject to the Public Information Act (Government Code Chapter 552), but to Rule 12 of the Rules of Judicial Administration. Rules of Judicial Administration are available from the [Supreme Court of Texas' website](#).

Please Type or Print Legibly

Please check the appropriate box below.

Court Reporters Certification Licensed Court Interpreters Guardianship Certification Process Server Certification

Please complete all fields below and return this form to our office. This form may be mailed to PO Box 12066, Austin, TX 78711-2066 or emailed to jbcc@txcourts.gov.

Requestor Information

Name					
Mailing Address:					
Phone #:		Fax #:		Email Address:	

Submit requested information by: *(Check one)*: Email , or Mail .

Format of documents requested *(if in electronic format)*: (Example: Word, Excel, Pdf, etc.)

INFORMATION REQUESTED: *(Attach additional sheets if necessary.)*

PLEASE NOTE:

- **The JBCC does not maintain court records or criminal history records.** Court records may be requested from the court where the case was heard. Criminal history records may be requested from the Texas Department of Public Safety (DPS).
- The person making the request may not be asked to disclose the purpose of the request as a condition for obtaining information. Inquiries to identify the requestor, and to clarify the nature and scope of the request are permitted.
- Lists of licensed/certified individuals and registered court reporting firms are available on the [JBCC website](#).
- Home addresses are generally exempt from disclosure under Rule 12; business contact information will be provided as appropriate.
- Requests under Rule 12 are to be processed within 14 days of receipt. If this is not possible, the requestor will be informed in writing of the delay and will be informed when delivery can be expected.
- A fee may be due before information can be released.

Signature of Requestor

Date