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TO BE COMPLETED BY THE PARTY REQUESTING FILE:

ORDER DATE: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

CASE NAME: \_\_\_\_\_

ORDERED BY:  
NAME: \_\_\_\_\_

FIRM: \_\_\_\_\_

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

PHONE: \_\_\_\_\_

It normally takes between 5-10 business days for us to receive the file from Ft Worth. When it arrives in our office, you will be notified at the phone number you provided on this form.

Please be advised that our standard procedure is to return the file to Ft. Worth 30 days after the date you are notified that we have received the file. Please notify our office if you need us to retain the file for a longer period of time.

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TO BE COMPLETED BY DEPUTY CLERK

\$70.00 PAID  YES  NO

If yes, receipt #) \_\_\_\_\_

Date Paid: \_\_\_\_\_

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Deputy Clerk Receiving Request