



# COUNTY CLERK PUBLIC INFORMATION REQUEST FORM

For more information please see the PIA Handbook @  
[https://www.texasattorneygeneral.gov/files/og/publicinfo\\_hb.pdf](https://www.texasattorneygeneral.gov/files/og/publicinfo_hb.pdf)

## Requestor Information - Please Print

First Name: \_\_\_\_\_ Last Name \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: \_\_\_\_\_ Secondary Phone Number : \_\_\_\_\_

Preferred Method of Delivery: Hard Copy \_\_\_\_\_ Thumb Drive\* \_\_\_\_\_ Hard Drive\* \_\_\_\_\_ FTP Push \_\_\_\_\_

\*NOTE: If Thumb Drive or Hard Drive are requested, please supply a new drive in an original, unbroken package- mail to:

Smith County Clerk, 200 E Ferguson, Ste. 300, Tyler, Texas 75702

An estimate will be submitted for your review. A request is considered to be automatically withdrawn unless you respond in writing within 10 business days that you accept the estimate, or that you would like to modify your request.  
**THIS FORM FOR COUNTY CLERK INFORMATION ONLY. PLEASE RETURN TO THE MAIN PAGE TO REQUEST INFORMATION FROM ALL OTHER OFFICES.**

### **Please note the following Gov't Codes before continuing with request:**

Gov't Code §201.003: The County Officer is responsible only for the records in her office.

Gov't Code §552.003(1)(B): Information "collected, assembled, or maintained by or for the judiciary" is not subject to the Act but instead is "governed by rules adopted by the Supreme Court of Texas or by other applicable laws and rules." (Smith County Criminal Misdemeanor and Civil are Judicial Courts.)

Gov't Code §552.002, .021, .227, and .351: The Act applies only to information already in existence. The Governmental body is not required to prepare new information in response to a request.

Gov't Code §552.227: A governmental body is not required to perform general research.

Open Records Decision Nos. 563 at 8 and 555 at 1-2 (1990): A governmental body is not required to perform legal research.

Please respond IN DETAIL with the information you are requesting.

Case Number (If applicable): \_\_\_\_\_ Date Range: \_\_\_\_\_

Document(s): \_\_\_\_\_

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