



## Sugar Land Municipal Court

Phone: 281.275.2560

### Certified Letter of Disposition or File Inspection

*Please note that record requests are processed in the order received and may take up to 10 business days for processing.*

#### 1. Identifying Information

Name of Defendant: \_\_\_\_\_

DOB or Driver's License No.: \_\_\_\_\_ Citation number (if known): \_\_\_\_\_

Date Range: \_\_\_\_\_

#### 2. Requestor Information

Name: \_\_\_\_\_ Firm/Agency: \_\_\_\_\_

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

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

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### 3. Authorization (if applicable)

If you are not the named defendant in the records, do you have written consent to access personal information from the defendant?

( ) Yes - Please attach a copy of the written consent. ( ) No

#### 4. Request details- What are you requesting?

Letter of Disposition

Number of Certified Copies Requested: \_\_\_\_\_

Case File Documentation

Please specify: \_\_\_\_\_

Schedule a Case File Review (*The Court will contact you to arrange a date and time.*)

Other: \_\_\_\_\_

#### Preferred Delivery Method:

( ) Mail ( ) Call for Pick-Up ( ) Email

#### 5. Requestor's Signature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR OFFICE USE ONLY

Received by: \_\_\_\_\_

Date Records Made Available: \_\_\_\_\_

Processed by: \_\_\_\_\_

Charges Assessed: \$ \_\_\_\_\_

Records requests may be submitted through the Document Import Portal using the QR code or link below...

<https://cityapps.sugarlandtx.gov/courts-document-upload>

