

## Copy Requests

- 1) Submit a written request by mail, fax, in person, or E-mail-  
countyclerk@co.lavaca.tx.us
- 2) Include the Book the record is located in along with the volume & page or  
file number. (example- ORB Vol. 1 Pg. 1)
- 3) Copy requests for documents in Probate, Civil and Criminal Proceedings  
must include the Cause or Case Number.
- 4) Please include name, date of request and contact information.
- 5) Copies must be paid for prior to issuance.

### WE DO NOT CONDUCT SEARCHES.

<b>Letter or Legal size copies</b>	<b>\$1.00/ page</b>
<b>Ledger size copies</b>	<b>\$1.50/ page</b>
<b>Certified Copies</b>	<b>\$1.00/ page + \$5.00 for Certification</b>
<b>Honorable Discharge (DD-214)</b>	<b>N/C</b>
<b>Burning of CD (CD provided)</b>	<b>\$15.00</b>
<b>Burning of Hard Drive</b>	<b>\$306.00</b>

### Digital Copies-

- 1) Must provide a **brand new external hard drive** in original packaging  
(unopened).
- 2) External hard drive must be a minimum of **1 terabyte.**
- 3) **Call for available records for burning on a hard drive.**
- 4) Updates for the hard drive is available by CD. **Each CD will consist of 1 Volume.**

**(See the Lavaca County Clerk's Homepage for helpful links.)**