

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 case number.
4. Please include name, date of request and contact information.
5. Copies must be paid prior to issuance.

Letter or Legal size copies (printed)	\$1.00 per page
Ledger Size Copies (printed)	\$1.50 per page
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Honorable Discharge (DD-214)	N/C
Burning of CD	Call for pricing
Burning of Hard Drive	Call for pricing

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 or a CD.
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.)