

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.

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

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.)