



# JUDICIAL BRANCH CERTIFICATION COMMISSION

Office of Court Administration

## Request for Records

The Judicial Branch Certification Commission is a judicial branch entity. As such, it is not subject to the Public Information Act (Government Code Chapter 552), but to Rule 12 of the Rules of Judicial Administration. Rules of Judicial Administration are available from the Supreme Court of Texas' website, <http://www.supreme.courts.state.tx.us/rules/rja-home.asp#rja12>.

### Please Type or Print Legibly

Please check the appropriate box below.

Court Reporters Certification    Licensed Court Interpreters    Guardianship Certification    Process Server Certification

Please complete all items below and return this form to our office. This form may be mailed to PO Box 12066, Austin, TX 78711-2066, faxed to 512-463-1117, or emailed to [jbcc@txcourts.gov](mailto:jbcc@txcourts.gov).

(All fields must be completed. Notifications to applicants will be sent via email.)

Requestor Information				
<b>Name</b>				
<b>Mailing Address:</b>				
<b>Phone #:</b>		<b>Fax #:</b>		<b>Email Address:</b>

<b>Submit requested information by:</b> <i>(Check one):</i>	<b>Fax</b> <input type="checkbox"/> , <b>Email</b> <input type="checkbox"/> , or <b>Mail</b> <input type="checkbox"/> .
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<b>Format of documents requested</b> <i>(if in electronic format):</i> (Example: Word, Excel, Pdf, etc.)

<b>INFORMATION REQUESTED:</b> <i>(Attach additional sheets if necessary.)</i>

### PLEASE NOTE:

- The person making the request may not be asked to disclose the purpose of the request as a condition for obtaining information. Inquiries to identify the requestor, and to clarify the nature and scope of the request are permitted.
- Lists of licensed/certified individuals and registered court reporting firms are available on the JBCC website.
- Home addresses are generally exempt from disclosure under Rule 12; business contact information will be provided as appropriate.
- Requests under Rule 12 are to be processed within 14 days of receipt. If this is not possible, the requestor will be informed in writing of the delay, and will be informed when delivery can be expected.
- A fee may be due before information can be released.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date