**[Judge’s Letterhead]**

**RESPONSE TO REQUEST FOR JUDICIAL RECORDS UNDER**

**RULE 12 OF THE TEXAS RULES OF JUDICIAL ADMINISTRATION**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am in receipt of your request for records dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_. The records you have requested are judicial records subject to Rule 12 of the Texas Rules of Judicial Administration. Pursuant to Rule 12, I have determined the following:

🞎 Some or all of the records will be produced or made available for inspection and copying at a mutually convenient time. The cost of production 🞎 is waived 🞎 is estimated to be $ \_\_\_\_\_\_\_\_\_, which must be paid prior to production.

🞎 Some or all of the records are not subject to production under Rule 12 for the following reason(s):

 🞎 The record does not exist.

🞎 The record has been destroyed pursuant to the applicable [Texas Local Government Retention Schedule](https://www.tsl.texas.gov/slrm/localretention): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

🞎 The request is from an inmate.

🞎 The record is a publication commercially available to the public.

🞎 The record is exempt from disclosure under Rule 12.5.

🞎 The record is confidential under applicable law.

🞎 The record relates to an investigation of a person’s character or conduct, the record request was made by the person being investigated, and I believe release of the record would impair the investigation.

🞎 Compliance with the request would substantially and unreasonably impede the routine operation of the court based upon the following specific, non-conclusory findings: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

🞎 I am not the custodian of all or some of the records that you have requested, and I have forwarded your request to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A person who believes that a charge for a copy of a judicial record is excessive may appeal the overcharge in the manner prescribed by Rule 12.9, Rules of Judicial Administration, to the Director of the Office of Court Administration:

Mr. David Slayton, Director

Office of Court Administration

P.O. Box 12066

Austin, Texas 787711-2066

With regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JUSTICE OF THE PEACE, PRECINCT \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COUNTY, TEXAS