



Application for Access to the Lubbock County
Court Case Records Electronic Access System

Section I: Applicant Information

Name: _____ Date: _____

Address: _____ City, State, Zip: _____

Phone Number: _____ E-mail: _____

Law Firm/Company name (if applicable): _____

Section II: User Type

Please check which user group below applies:

- Licensed Attorney* (if so, please indicate the size of your firm below)
 - Sole Practitioner (\$360/annually)*
 - 2-4 Attorney Firm (\$600/annually)*
 - 5-9 Attorney Firm (\$1,500/annually)*
 - 10-19 Attorney Firm (\$3,500/annually)*
 - 20+ Attorney Firm (\$6,000/annually)*
- Bail Bonding Company (\$500/annually)*
- Media Organization (\$500/annually)*
- Investigator (\$360/annually)*
- Other, including private citizen (\$360/annually)*

PLEASE READ THE STATEMENTS ON THE FOLLOWING PAGES AND SIGN THE CERTIFICATION AT THE END INDICATING YOUR ACKNOWLEDGEMENT AND ACCEPTANCE OF THE STATEMENTS.

Statements regarding the Lubbock County Court Case Records Electronic Access system (“The System”):

I understand that:

- There is a charge for accessing information in the system. See fee information above. The system provides electronic access to criminal case information in the Lubbock County District Courts and County Courts at Law. By registering for an account, I assume responsibility for all fees incurred through the usage of this account.
- Access excludes imaged documents on events prior to May 2007.
- I must provide accurate and complete information in registering for this account. I will promptly inform the Lubbock County Administrative Office of the Courts of any changes to that information.
- The account being registered is for my use only, unless specifically designated otherwise on the registration form. I am responsible for preventing unauthorized use of the account. If I believe there has been unauthorized use, I must notify the Administrative Office of the Courts immediately by phone at (806) 775-1987. Unauthorized use includes, but is not limited to, use of a password by an individual or organization who has not been approved by the Administrative Office of the Courts.

Lubbock County reserves the right to:

- Suspend service to any account in which the amount due is not paid by the due date.
- Suspend service to an account if the application omits any information required by the Lubbock County Court Case Records Electronic Access Policy or contains any false, misleading, or fraudulent information.
- Suspend service to an account at any time that Lubbock County determines the action is necessary to prevent fraud or to maintain the security of its computer systems and networks.

If these Statements or the Policy change in a significant way, information regarding the changes will be posted on the Lubbock County District Courts/County Courts at Law web site (www.co.lubbock.tx.us). It is the account holder's responsibility to check these Statements or the Policy regularly for changes. Continued use of the System following the posting of changes will mean that the account holder accepts and agrees to the changes.

By signing of this form, you acknowledge you have read and understand the Policies and Procedures listed and described above.

Signature: _____ **Date:** _____

Title: _____