



**CITY OF LAKE JACKSON, TEXAS**  
**5 OAK DRIVE, SUITE B**  
**LAKE JACKSON, TEXAS 77566**



**APPLICATION FOR PUBLIC INFORMATION**  
**Municipal Court**

TO: Dorothy Zavala, Court Clerk

Application is hereby made upon you as custodian of information for the Municipal Court of the City of Lake Jackson, Texas to produce the following items for \_\_\_ inspection or \_\_\_ duplication (choose one). I understand that a fee may be charged for the information.


**NAME:** (Please Print): \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **DAYTIME PHONE #:** \_\_\_\_\_

**OFFICE USE ONLY**

**Request received by:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_ **Fee Collected:** \$ \_\_\_\_\_

## Public Records Charges

Service	Charge
Standard size paper copy (measures up to 8 ½ x 14)	10¢/page
Nonstandard size paper copy (larger than 8 ½ x 14)	50¢/page
Diskette	\$1/each
Audio cassette	\$1/each
VHS video cassette	\$2.50/each
Computer magnetic tape	actual cost
CD	\$1/each
Mylar, blueprint, blueline	actual cost
*Personnel charge Cannot charge personnel/labor if fewer than 50 pages Please see Alice Rodgers for further information	\$15/hour
**overhead charge	20% of personnel charge
Microfiche/microfilm paper copy	10¢/page
Computer resource	
PC or LAN	50¢/minute
Client/server	\$1/minute
Midsize	\$3/minute
Mainframe	\$17/minute
***programming time	\$28/hour
**miscellaneous supplies	actual costs
**postage and shipping	actual costs
Fax	
Local	10¢/page
Long Distance same area code	50¢/page
Long Distance different area code	\$1/page