CITY OF BEDFORD MUNICIPAL COURT
REQUEST FOR DISCLOSURE OF COURT CASE RECORDS
2000 FOREST RIDGE DRIVE
BEDFORD, TEXAS 76021
EMAIL: municipal.court@bedfordtx.gov

Please use this form to request court records from the City of Bedford Municipal Court. This form allows the request of individual court case records under the common law right of inspection. Some information is not subject to release and may be denied in whole or with redactions. If fees or exceptions apply, the Court Manager or their designee will contact the requestor. A request to inspect a judicial record must be in writing, include sufficient information to identify the record, and must be directed to the custodian of the record.

Access to court case records and other information collected, assembled, or maintained by or for the Bedford Municipal Court are by common law, statutory law and court rules. Court case records and judicial records are not subject to the Public Information Act (PIA). The Bedford Municipal Court will try to provide responses and records in a timely manner. This may take up to 14 days if remote record retrieval is required. When making the request, the requestor should be prepared to provide personal identification such as a government issued ID.

PLEASE PRINT ALL INFORMATION

NAME:		PHONE:
MAILING ADDRESS:		
CITY:	STATE:	ZIP:

DATE, NAME & DESCRIPTION OF REQUESTED RECORD(S): (PLEASE BE SPECIFIC)

_____

_____

(CHECK ONE)
(a) ☐ I request paper copies
(b) ☐ I request only to view at Bedford Municipal Court
(c) ☐ Other: _____

_____

I understand that upon approval by the Judge these records will be made available to me promptly. I also understand there is a charge for copies of public records as per the City of Bedford policy.

_____ _____
Signature of Requestor Date of Request

For completion by Court only

Date Received: _____ Received By: _____

Date Disclosed to Requestor: _____ Fees: _____

Necessary for Review by City Attorney-Prosecutor: YES NO Date sent _____

Requires Ruling from Attorney General: YES NO Date sent _____

Attorney General Opinion #: _____ received on _____

Comments: _____ Reviewed and Approved: _____ /_____
Municipal Court Judge Date