**[Judge’s Letterhead]**

**RESPONSE TO REQUEST FOR COURT CASE RECORDS**

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

I am in receipt of your request for records dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_. The records you have requested are court case records subject to production under the common law and any applicable statute or rule. Accordingly, 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 for the following reason(s):

🞎 The record does not exist.

🞎 The record is an arrest warrant, search warrant (or supporting affidavit) that has not been executed.

🞎 The record is part of a mental health case to which no exceptions to production apply.

🞎 The record is a juror information sheet to which no exceptions apply.

🞎 The record is not subject to disclosure under common law privacy protections.

🞎 The record is not subject to disclosure because the request is for ongoing records.

🞎 The record is not subject to disclosure for the following reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

With regards,

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

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

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