

Public Information (Open Records) Requests

What information can I obtain by a Public Information Request?

The Texas Public Information Act (TPIA) gives the public access to a wide range of government information, which is available by written request as describe below. There are exceptions to the TPIA which protect some information from being disclosed. In addition, many of the most common documents requested by the public are not subject to the TPIA but can be obtained directly from the source:

- **Court documents**, such as the following may be obtained from the Potter County District Clerk::
 - divorce decrees
 - judgments and other documents

 - relating to civil lawsuits
 - felony criminal cases
- **Probate records** and **misdemeanor criminal records** are available from the Potter County Clerk.
- **Official public records**, such as real property records, are available from the Potter County Clerk.
- **Birth certificates and death certificates** before 1941 and after 1951 are not available from Potter County. These can be obtained from the Office of Vital Statistics, City of Amarillo.
- **Marriage License records** are available from the Potter County Clerk.

There may be fees required for a record search, copy of a document, or other service as provided by law. Please consult the pages for the appropriate clerk elsewhere on this website for information about proceeding with an information request.

If the information I am interested in does not fall into one of the above categories, how do I submit an Open Records Request?

- All Open Records requests MUST be in writing.
- A written request should:
 - reasonably identify the records needed/requested;
 - include mailing address, phone number, or other means to contact you regarding your request.
- There is NOT a specific form required for submitting requests.

Who should I submit my request to?

Your request should be submitted to the custodian of the records you are seeking. Since the Potter County Attorney generally will respond to a public information request on behalf of the custodian, you may direct your request directly to the County Attorney:

- By mail to:
C/O Potter County Attorney
Open Records Request 500 S. Fillmore, Room 301, Amarillo, TX 79101
- By e-mail to: **wadeoverstreet@co.potter.tx.us**
- By fax to:
FAX #: (806) 379-2267
Potter County Attorney Open
Records Request
- In person at:
Potter County Attorney's Office
Room 301, Potter County Courthouse
Amarillo, TX 79101

For more information concerning the **Texas Public Information Act** go to the Texas Attorney General's **Open Government Section** at <https://www.oag.state.tx.us/open/index.shtml>. -=