

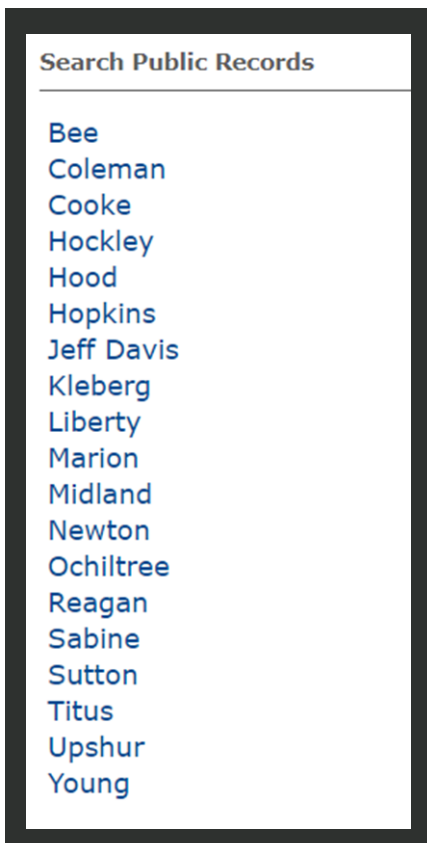
# Texas Online Records

## Step by Step Instructions

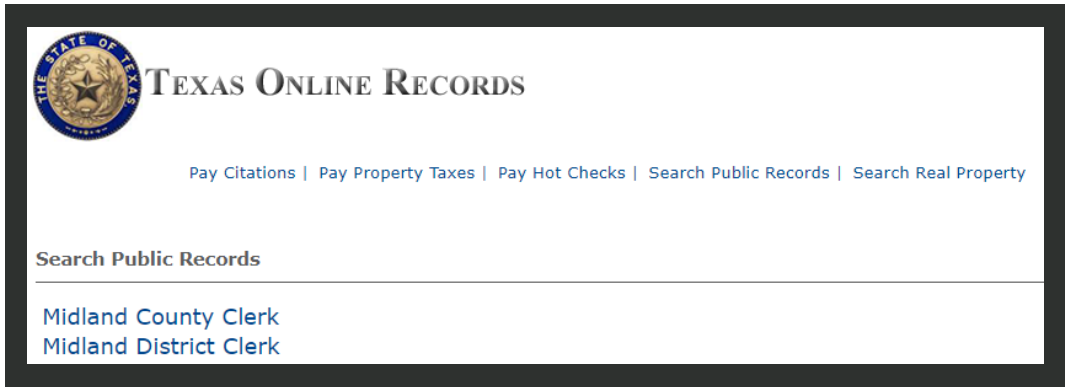
Choose 'Search Public Records'.



Choose desired county.

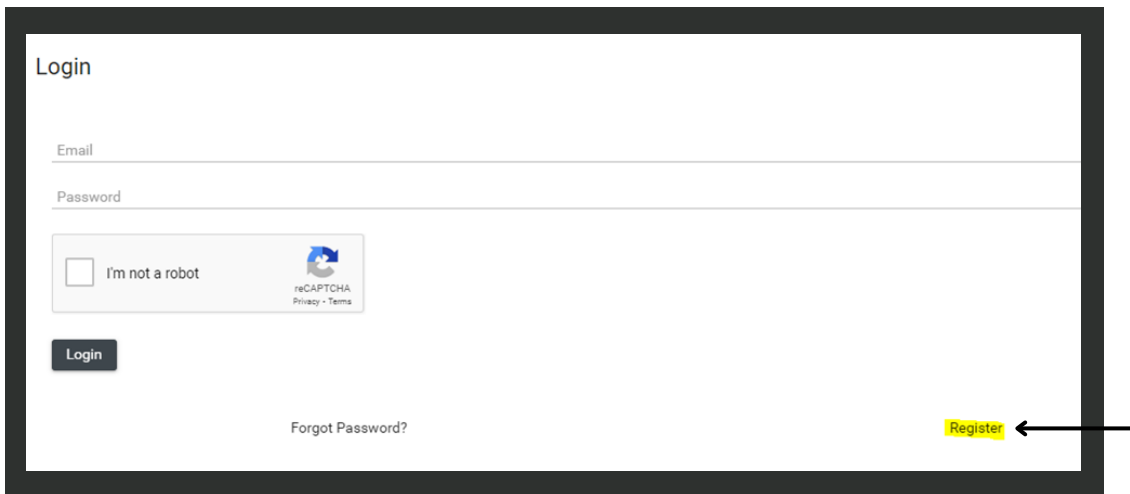


Select office.



The screenshot shows the 'TEXAS ONLINE RECORDS' website. At the top left is the State of Texas seal. To its right is the title 'TEXAS ONLINE RECORDS'. Below the title are navigation links: 'Pay Citations | Pay Property Taxes | Pay Hot Checks | Search Public Records | Search Real Property'. A section titled 'Search Public Records' is highlighted with a horizontal line. Below this line, two options are listed: 'Midland County Clerk' and 'Midland District Clerk'.

Login or if new user, register.



The screenshot shows a 'Login' form. It includes input fields for 'Email' and 'Password'. Below these is a reCAPTCHA widget with the text 'I'm not a robot' and a 'reCAPTCHA' logo. A 'Login' button is positioned below the reCAPTCHA. At the bottom of the form, there is a 'Forgot Password?' link and a 'Register' link. The 'Register' link is highlighted in yellow, and a black arrow points to it from the right side of the page.

Complete the required fields to register as a new user.

### Register

Your password must meet the following requirements

- Cannot be the same as your username
- Minimum length of 8 characters
- Must meet 3 of 4 character requirements:
  - 1 lower case
  - 1 upper case
  - 1 number
  - 1 special character

Email

Password

Confirm Password

First name

Last name

Address 1

Address 2

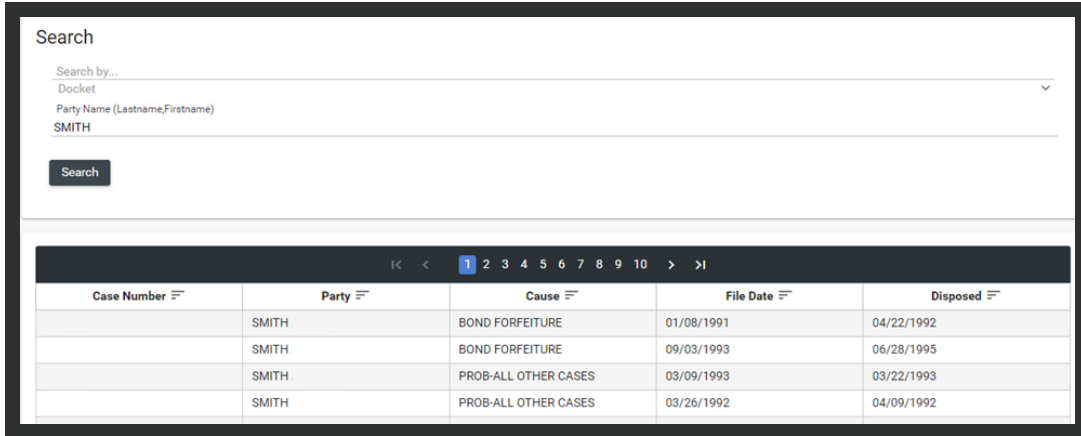
City

State

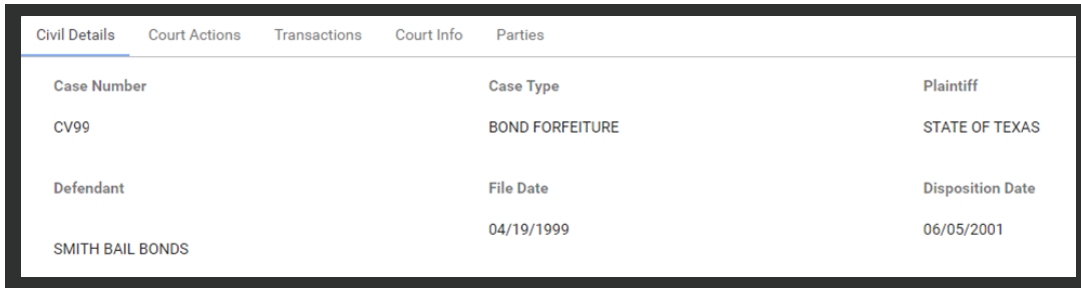
Zip Code

Phone number

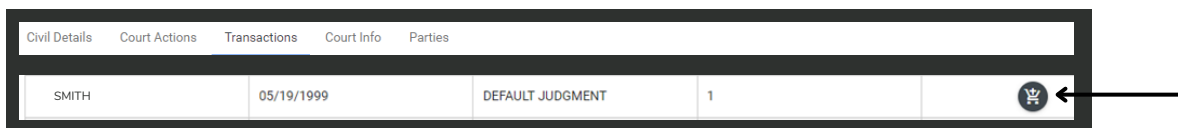
Once logged in, user can search desired case.



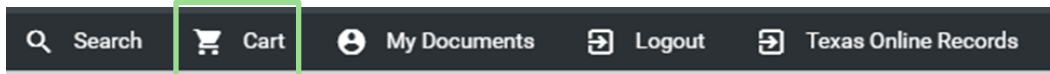
Double click the desired case to load the screen shown below.  
Choose 'Transactions'.



Click the 'add to cart' symbol.

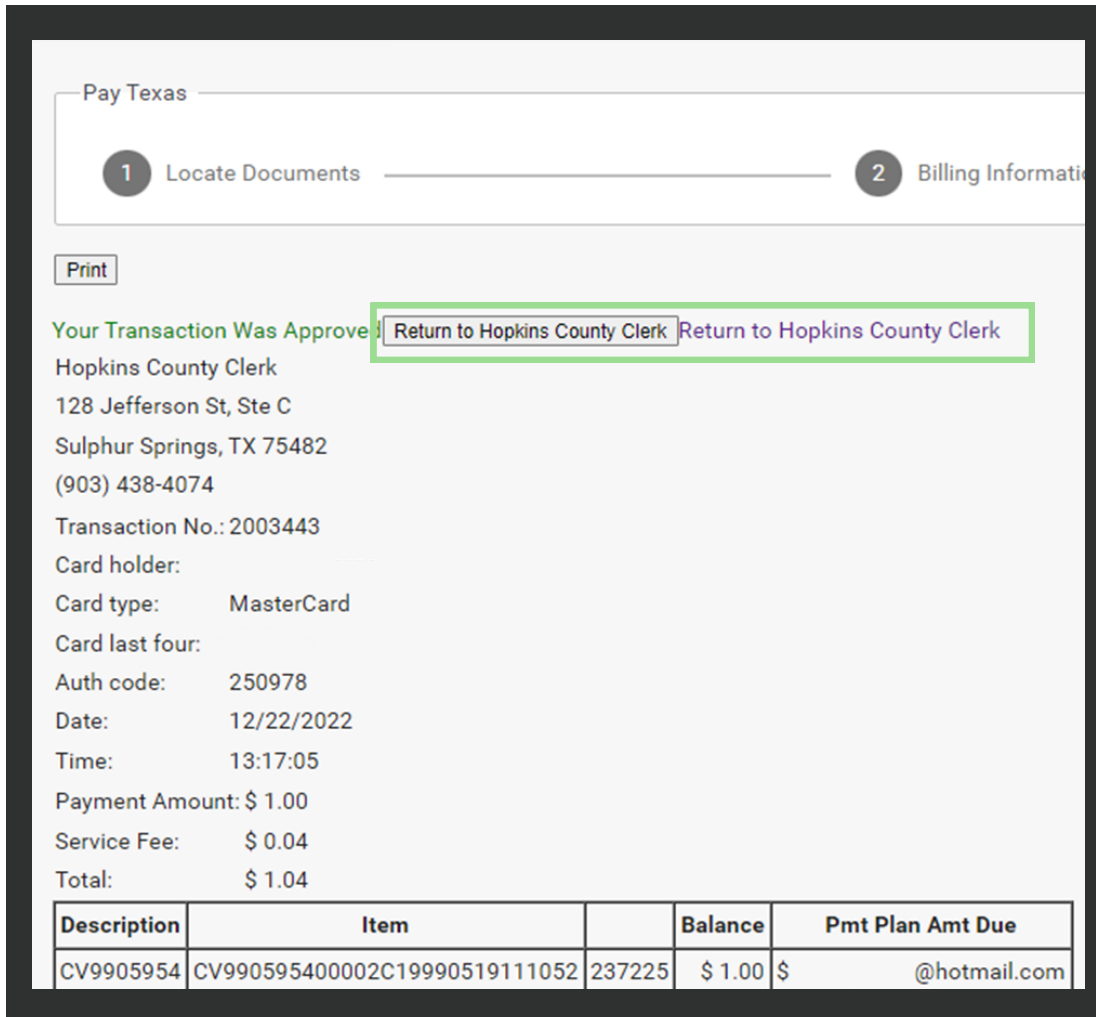


Select 'Cart' on the menu at the top of the page.



Once the user completes the purchase, a receipt will generate.

To download purchased documents, select 'Return to County/District Clerk' and the user will be directed to the download page.



Pay Texas

1 Locate Documents 2 Billing Information

Print

Your Transaction Was Approved [Return to Hopkins County Clerk](#) [Return to Hopkins County Clerk](#)

Hopkins County Clerk  
 128 Jefferson St, Ste C  
 Sulphur Springs, TX 75482  
 (903) 438-4074

Transaction No.: 2003443  
 Card holder:  
 Card type: MasterCard  
 Card last four:  
 Auth code: 250978  
 Date: 12/22/2022  
 Time: 13:17:05  
 Payment Amount: \$ 1.00  
 Service Fee: \$ 0.04  
 Total: \$ 1.04

Description	Item		Balance	Pmt Plan Amt Due
CV9905954	CV990595400002C19990519111052	237225	\$ 1.00	\$ @hotmail.com

Purchased documents can be found in 'My Documents' indefinitely, unless the case becomes sealed or expunged.

