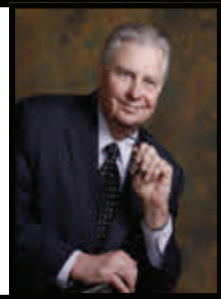




# District Clerk Newsletter

## Thomas A. Wilder, District Clerk



### DISTRICT CLERK CORNER



**Tom Vandergriff Civil Courts Building**  
100 N. Calhoun Street  
Fort Worth, Texas 76196

It's an exciting time for all of us as we are nearing the date when we can move our District Clerk Civil section along with the Civil judges out of the justice center to the new building shown above.

We will be moving my **administrative office** and my **accounting section** there as well.

When the Commissioners' Court approves a final move-in date, which hopefully will be in July, notice will be sent so attorneys can change our address. Phone numbers and e-mail address will stay the same.

Also, we will be on the second floor of the new building and I will likely hold an open house so you can get the feel of the place!

After 25 years here in the justice center, all of us are looking forward to moving into a great new facility that will have modern technology utilized for the courts, District Clerk, security and environmental issues.

Plans are also under discussion for a new juvenile building and future renovation of the justice center.

Be watching for the final move date.

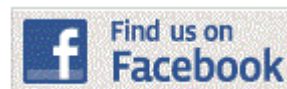
Regards,

*Tom Wilder*

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to apply today!



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**Senior Management Spotlight:  
Andrea Ziton, Registry Funds Manager**

This quarter, we'd like to highlight Andrea Ziton, our Registry Funds Manager. In addition, she is responsible for the oversight of our Accounting, Collections and Passport departments.



Ms. Ziton joined the District Clerk's office twenty years ago. She has held several positions during her career in Registry and Accounting. Due to her expertise, she was promoted to the manager and has been over the department for ten years. Ms. Ziton's responsibility includes oversight of management and investment of funds totaling approximately \$20m. In 2000, she became a Certified County Investment Officer. Ms. Ziton works closely with the Auditor's office when audits are conducted.

Ms. Ziton is passionate about her role in the office. Her primary focus is ensuring that the office is always in compliance and reducing any potential risks. In 2007, Ms. Ziton implemented the acceptance of credit card payments and in 2011 she successfully started the Collections Department. Over the past 4 years, she has been responsible for collecting millions of dollars of previously unpaid court costs. Additionally, Ms. Ziton played an integral part in the implementation of e-filing in 2014.

Ms. Ziton recently traded in riding her Harley Davidson Deluxe for traveling cross-country with her husband, Bob, in their recreational vehicle.

Ms. Ziton is looking forward to moving to the new Civil building and many more years with the District Clerk's office!



[www.certifiedpayments.net](http://www.certifiedpayments.net)

Jennie Thomas  
Associate Clerk, Civil

Please make sure that the billing address and phone number submitted are valid. If you are paying for Web Access make sure that your Web Access account number is listed where it states reference number or anywhere else it is allowed. This ensures that the payment will be applied to the correct account. This is also applicable to the payments made for case related transactions; filing fees, citations, copies, etc. Make sure that the case number is provided so that the funds will be applied to the correct case and party(s).



**Tarrant County Passport Office Locations**

**Justice Center**

401 W. Belknap, 3rd Floor  
Fort Worth, Texas 76196  
Mon-Fri, 8:00 AM-5:00 PM  
817-884-2520

**Southwest Sub-Courthouse**

6551 Granbury Road  
Fort Worth, Texas 76133  
Mon-Fri, 9:00 AM-4:30 PM  
817-370-4570

**Arlington Sub-Courthouse**

700 E. Abram St., Suite 204  
Arlington, Texas 76010  
Mon-Fri, 8:00 AM-5:00 PM  
817-548-3963

**Southlake Sub-Courthouse**

1400 Main St., Suite 340  
Southlake, Texas 76092  
Mon-Fri, 8:00 AM-5:00 PM  
817-481-8190

**Northwest Sub-Courthouse**

6713 Telephone Road  
Lake Worth, Texas 76135  
Mon-Fri, 8:00 AM-5:00 PM  
817-238-4457

**Mansfield Sub-Courthouse**

1100 East Broad St., Suite 102  
Mansfield, Texas 76063  
Mon-Fri, 8:00 AM-5:00 PM  
817-473-5113



## March 2015 Upgrades

### Filing a **New Case** with the Tarrant County District Clerk’s Office – Family Law

March marked new changes in EFileTexas by adding a few more choices under the *Select Case Type*. The filing fee is added to the petition under *Select Filing Code*.

<p><b>Enter the Details for the New Case</b></p> <p>Required fields are bold and have an asterisk (*).</p> <p><b>Select Location*</b> Tarrant County - District Clerk</p> <p><b>Select Category*</b> Family/Juvenile – Marriage Relationship</p> <p><b>Select Case Type*</b> Divorce with Children</p> <p>...</p>	<p><b>Enter Filing Details</b></p> <p><b>Select Filing Code*</b> Petition (\$330.00)</p> <p><input checked="" type="checkbox"/> E-File <input type="checkbox"/> Service</p>
---	---

## I. Case Information

### Select Category

-Family/Juvenile-Marriage Relationship

### Select Case Type

- Annulment no Children
- Annulment with Children
- Declare Marriage Void
- Divorce no Children
- Divorce with Children

### What shows up on Filing Code

- (Petition \$279.00)
- (Petition \$330.00)
- (Petition \$279.00)
- (Petition \$279.00)
- (Petition \$330.00)

### Select Category

-Family Juvenile-Parent Child Relationship

### What shows up on Filing Code

### Select Case Type

- Adoption/Adoption with Termination
- Child Protection
- Gestational Parenting
- Grandparent Access
- Other Parent-Child (*i.e. SAPCR*)
- Parent/Paternity
- Termination of Parental

- (Petition \$330.00)
- (Petition \$315.00)
- (Petition \$315.00)
- (Petition \$315.00)
- (Petition \$315.00)
- (Petition \$315.00)
- (Petition \$315.00)

### Select Category

-Family/Juvenile-Other Family Law

### What shows up on Filing Code

### Select Case Type

- Adult Adoption (Petition \$264.00)
- Garnishment (Petition \$264.00)
- Habeas Corpus (Petition \$315.00)
- Name Change (Petition \$264.00)
- Other
- (i.e. Bill of Review; Suit to Enforce; Property Division; Declaratory Judgment)* (Petition \$264.00)
- Protective Order (Petition \$264.00)
- Register Foreign Judgment (Petition \$315.00)
- Removal of Disabilities of Minority (Petition \$264.00)

Continued...

2. Filings

**Select Filing Code**

- Paupers Affidavit of Inability to Pay Costs
- Petition (**Fee associated with Select Category/Select Case Type**)
- Application (**can be used to efile another Lead Document w/o fees**)

**Optional Services**

- |   |  |
|---|--|
| Certificate of Name Change (\$10.00)              | Issue Show Cause (\$8.00)                  |
| Copies – Certified (\$1.00)                       | Issue Subpoena (\$8.00)                    |
| Copies – Non-Certified (\$0.35)                   | Issue Temporary Restraining Order (\$8.00) |
| Issue Abstract of Judgment (\$8.00)               | Issue Warrant (\$8.00)                     |
| Issue Bench Warrant (\$8.00)                      | Issue Writ (\$8.00)                        |
| Issue Capias (\$8.00)                             | Issue Writ of Attachment (\$8.00)          |
| Issue Citation (\$8.00)                           | Issue Writ of Execution (\$8.00)           |
| Issue Citation – Certified Mail (\$83.00)         | Issue Writ of Garnishment (\$8.00)         |
| Issue Citation – Publication (\$83.00)            | Issue Writ of Scire Facias (\$8.00)        |
| Issue Citation – Secretary of State (\$8.00)      | Issue Writ of Sequestration (\$8.00)       |
| Issue Letter Rogatory (\$8.00)                    | Issue Writ of Withholding (\$8.00)         |
| Issue Notice of Order Suspending License (\$8.00) | Jury Fee (\$30.00)                         |
| Issue Precept/Notice (\$8.00)                     | Service – Certified Mail (\$75.00)         |
| Issue Protective Order (\$8.00)                   | Service – Constable – All other (\$75.00)  |
|   | Service – Constable – Posting (\$83.00)    |
|   | Service – Constable – Writ (\$150.00)      |
|   | Service – Constable – Writ (\$75.00)       |

## EFileTexas: Subsequent Filing Changes

### Select Filing Code

- Affidavit of Indigency
- Amended Filing
- Answer/Contest/Response/Waiver
- Bond
- Counter Claim/Cross Action/Interpleader/Intervention/Third Party (\$60.00)
- Habeas Corpus (Continuing Jurisdiction) (\$60.00)
- Motion (No Fee)
- Motion for Contempt (\$15.00)
- Motion for Enforcement (\$15.00)
- Motion for New Trial (\$60.00)
- Motion to Modify (\$30.00)
- Motion to Modify and Enforce (\$30.00)
- Motion to Modify (Court Only)
- Motion to Reinstate (\$15.00)
- Motion to Terminate Wage Withholding (\$15.00)
- Motion to Transfer (\$15.00)
- No Fee Documents
- Notice
- Notice of Appeal
- Proposed Order
- Request

### Optional Services

- Certificate of Name Change (\$10.00)
- Copies – Certified (\$1.00)
- Copies – Non-Certified (\$0.35)
- Issue Abstract of Judgment (\$8.00)
- Issue Bench Warrant (\$8.00)
- Issue Capias (\$8.00)
- Issue Citation (\$8.00)
- Issue Citation – Certified Mail (\$83.00)
- Issue Citation – Publication (\$83.00)
- Issue Citation – Secretary of State (\$8.00)
- Issue Letter Rogatory (\$8.00)
- Issue Notice of Order Suspending License (\$8.00)
- Issue Precept/Notice (\$8.00)
- Issue Protective Order (\$8.00)
- Issue Show Cause (\$8.00)
- Issue Subpoena (\$8.00)
- Issue Temporary Restraining Order (\$8.00)
- Issue Warrant (\$8.00)
- Issue Writ (\$8.00)
- Issue Writ of Attachment (\$8.00)
- Issue Writ of Execution (\$8.00)
- Issue Writ of Garnishment (\$8.00)
- Issue Writ of Scire Facias (\$8.00)
- Issue Writ of Sequestration (\$8.00)
- Issue Writ of Withholding (\$8.00)
- Jury Fee (\$30.00)
- Service – Certified Mail (\$75.00)
- Service – Constable – All other (\$75.00)
- Service – Constable – Posting (\$83.00)
- Service – Constable – Writ (\$150.00)
- Service – Constable – Writ (\$75.00)



## Felony/Civil E-Filing Changes: Effective March 17, 2015



**Mark Ward**  
Criminal Assistant Manager

On March 17, 2015 EFileTexas.gov revised and simplified the standard filing codes for all Felony/Civil new cases filed. Below is an overview of the most significant changes in the way you file a new Felony/Civil case (expunctions, non-disclosures, occupational drivers license and seizures).



**MESSAGE OF THE DAY**

### Welcome to eFile.TXCourts.gov!

[Click here to learn more about the eFile.TXCourts.gov portal](#)

For the latest news and information about Texas e-filing, please visit [www.efileTexas.gov](http://www.efileTexas.gov)

**\*NEW\* Standard Filing Codes**

In an effort to create uniformity and a consistent filing experience across the state, the Judicial Committee of Information Technology (JCIT) has developed a set of Technology Standards. This common set of case types, filing codes and options were recently approved by the Supreme Court and are being rolled out to all counties across the state. For a complete implementation time-line on when the Technology Standards will be available in your county, please click [here](#).

Email Address  
 Password  
 Keep me logged in

[Forgot Password?](#) | [Register Now](#)

1. For example, when filing an expunction and you select the Petition (\$274.00) from the drop down a new Optional Services table will appear.

**Enter Filing Details**

**Select Filing Code\***  
Petition (\$274.00)  E-File  Service

Filing Description:

Reference Number:

Firm client re-bill or case tracking #:

**Optional Services:**

- Copies - Certified (\$1.00)
- Copies - Non-Certified (\$0.35)
- Issue Citation (\$8.00)
- Issue Citation - Certified Mail (\$75.00)
- Issue Citation - Publication (\$75.00)
- Issue Expunction - Certified Mail (\$15.00)

**Selected Optional Services:**

--

**Documents:**

**Lead Document\***

**Attachments**

Filing Comments:

Courtesy Copies:

## Continued...

2. The Agency Fee \$15.00 selection has been relabeled as follows.

- ⇒ Issue Expunction – Certified Mail (\$15.00).
- ⇒ You will select Issue Expunction - Certified Mail (\$15.00) and click the Add button.
- ⇒ This will move the Issue Expunction selection to the Selected Services table and open a pop up window asking for a quantity.



- ⇒ You will enter the total number of agencies that are included in your petition and click OK.
- ⇒ You will now see the quantity amount in the Selected Services table.

Selected Optional Services
Issue Expunction – Certified Mail (5 x \$15.00)

This is just a quick overview of the most significant changes that were made by EFileTexas.gov if you have questions or need assistance with a filing, please contact our Felony/Civil clerks at 817-884-1231.



**Alisia C. Morris**  
District Clerk Legislative Committee Chair



## Bills, bills and more bills

The 84<sup>th</sup> Legislation has the District Clerks office busy. With over 8,000 bills filed it has kept the staff on their toes. We have been diligently reading, absorbing, researching and reporting to the District Clerk any bills that could cause an impact to our office. A few bills the clerk considers “high alert” for the office are:

**SB1874** – Relating to accessing criminal history record information and other records of involvement in the criminal justice system; authorizing fees; authorizing a civil penalty; creating criminal offense.

**SB567 (HB1859/companion)** – Relating to the production of the index of the parties to all suits by the clerk of a district court; authorizing a fee.

**SB967** – Relating to the authority of a district clerk to collect certain fees for providing electronic copies of court records.

**SB1970** – Relating to increasing the electronic filing fee for certain courts of law.

The clerk prepares for any changes in processes, adding a new fee, adding a report, adjusting a business rule. We collaborate with other counties, judges and OCA to make sure our office is following the directive as close as possible. This office does the best to provide an accurate service to the public and all criminal justice agencies. The District Clerk also answers questions on bill impact from County Administration, Legislative Budget Board and Legislators.



## Welcome New District Judge

We'd like to take this opportunity to welcome a new District Judge to Tarrant County!

Civil

352nd District Court

Judge Mark Pittman



## Helpful Hints

### Accurate Party Information

It is important to list the Petitioner(s)/ Plaintiff(s) as the first party(s) entered when filing a new petition for a Civil/Family law suit with the Tarrant County District Clerk's Office. When our Reviewers accept and upload your information it will help to ensure that all information, including party information will be listed in our case management system correctly.



### File Mark Date & Time

The new configuration of the 3.10 upgrade for E-file Texas went into effect, Monday, April 20, 2015. As of this date, **any** e-filing that is submitted by your office on Fridays by 11:59 pm will receive Friday's date/time file mark if accepted by our office. Any e-filing submitted by your office over the weekend, Saturday or Sunday, will receive the following Monday's date, and deemed filed at 12:00 am if accepted by our office.



### Error Message "System is not Compatible"

As an e-filer with E-file Texas, you may be encountering an error message, "System is not Compatible". If you are receiving this error message and any errors messages of this type when attempting to file your documents, you will need to contact **E-file Texas** at 1-855-839-3453. You may also visit their website at [www.efiletexas.gov](http://www.efiletexas.gov).



### Initial Filing Procedures for Civil

The petition needs to be a lead document. All other documents like the civil information sheet, citation request form, and exhibits (marked accordingly) can be filed as attachments or filed behind the petition. Please do not select the Affidavit of Indigency or Pauper's Affidavit to file the civil information sheet, citation request form, or exhibits.



**Tim Curry Criminal Justice Center**  
 401 W Belknap Street  
 Fort Worth, TX 76196



**Family Law Center**  
 200 E Weatherford Street  
 Fort Worth, TX 76196



**E-filing Questions?**

Call for assistance:



**Family: 817-212-6954**

**Civil: 817-212-6953**

**Felony/Civil: 817-884-2508**

**Felony/Civil**

The Felony/Civil section of the District Clerk’s office handles Expunctions, Non-Disclosures, Occupational Driver’s License, Seizures, and Bond Forfeiture cases. It is located on the 3<sup>rd</sup> floor of the Tim Curry Justice Center. The Felony/Civil section began accepting electronically filed documents for Expunctions, Non-Disclosures, Felony Occupational Drivers Licenses and Seizure cases only on July 7, 2014.

For filing fee information please refer to the District Clerk website for the most current fees.

[Felony/Civil Fees](#)

Our business hours are Monday – Friday 8am – 5pm. During these hours you can reach the Felony/Civil clerks for assistance.

**Rosalinda Mendoza-Lead Felony/Civil Clerk**

Lead Clerk – 817-884-2508

**Michelle Farrell –Auxiliary**

Lead Auxiliary Clerk – 817-884-2514

**Luz Rodriguez -Expunctions**

Associate Clerk – 817-884-1231

**Nellie Herrera -Seizures**

Associate Clerk – 817-884-1156



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