



District Clerk Newsletter

Thomas A. Wilder, District Clerk



DISTRICT CLERK CORNER

Dear Legal Professionals:

Today's newsletter has many helpful hints for e-filing and other issues that I hope you will pass around in your office.

If you are a paralegal, perhaps your attorneys would profit from knowledge of some of these matters too.

Additionally, implementation of paperless procedures that went into effect February 1st is working reasonably well. We continue to monitor some areas of concern with our IT department and solutions are under active discussion.

As always, your input is welcome. E-mail me at twilder@tarrantcounty.com with your comments, suggestions or complaints. Weekly meetings are held with my managers on Monday afternoons and our projects are standing items for discussion.

Finally, there is one month to go for the legislature. It looks like some kind of cap will be put on our county revenue. This will definitely affect our service levels. Tarrant County Administration has instituted a budget freeze on personnel actions until the legislature is finished.

With an increase from 60,000 new cases filed to over 70,000 new cases in the last 2 years, we are needing more staff to handle this volume increase.

It doesn't look good at this point. We are still running 20% turnover in staff positions due to low wages in our court clerk grades relative to our local job market which is very hot and looks to be that way for the foreseeable future.

Of course, District Clerk management works very hard to make it all work and we hope to keep our same high standard of customer service as we have provided in the past.

Regards,

District Clerk

DClerk@TarrantCounty.com



Inside this issue:

| | |
|--|---|
| Criminal E-filing | 2 |
| Protective Orders / E-filing Proposed Orders | 3 |
| Criminal Court Locator | 4 |
| Legislation | 5 |
| Contact Us / Civil Felony | 6 |

Criminal E-Filing

In an effort to reduce the number of returns for correction, we wanted to share a couple of the common reasons that a clerk would return for correction to assist with future filings.



Signatures

Please make sure that when you E-File a document with a signature that it meets the electronic signature requirements. Please refer to Rule 1.4 below for the approved signature options.

Rule 1.4 Documents Containing Signatures

(a) A document that is electronically served, filed, or issued by a court or clerk is considered signed if the document includes:

(1) a “/s/” and name typed in the space where the signature would otherwise appear, unless the document is notarized or sworn; or

(2) an electronic image or scanned image of the signature.

(b) If a paper document must be notarized, sworn to, or made under oath, the filer may electronically file the paper document as a scanned image containing the necessary signature(s).

(c) If a paper document requires the signature of an opposing party, the filer may electronically file the paper document as a scanned image containing the opposing party’s signature.

Email Address

Please make sure that when you E-File a document that you include an email address. Please refer to Rule 2.4 below regarding email addresses.

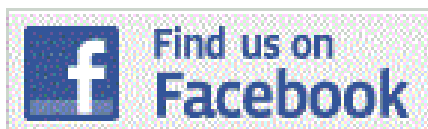
Rule 2.4 E-Mail Address Required

The email address of any person who electronically files a document must be included on the document.

For additional assistance with Criminal E-Filing, please contact our Criminal E-File team.

| | | | |
|---------------|--------------|-------------------|--------------|
| Dusty Pulliam | 817-884-3355 | Brittany Montalvo | 817-884-3107 |
| Mark Ward | 817-884-3793 | Justin Davis | 817-884-2513 |

Click the Facebook link below to view our office Facebook page. Make sure to follow us for important announcements or to see what’s happening at the District Clerk’s office!



May 27, 2019 Memorial Day
July 4, 2019 Independence day

Update E-mail

Pursuant to **TRCP Rule 21 (f) (2)**, the email address of an attorney or unrepresented party who electronically files a document must be included on the document.



Please make sure to provide and maintain a valid e-mail for communication between the District Clerk and the law firm.

Protective Orders

Attorneys, upon getting a protective order signed please make sure that you have completed all required documents and that you bring the signed order *directly* to the Family section of the District Clerk's office. We are experiencing delays in getting Protective Orders processed, due to the signed order being left in court or the required documents are not completed/filed.

Required Documents:

- ◆ Protective Order Summary Sheet
- ◆ Protective Order TCIC

Proposed Orders



All e-Filed Proposed Orders are sent to the court electronically. When you walk through orders this creates duplicate

orders. We ask that you DO **NOT** walk through paper orders if you have e-Filed a Proposed Order. Based on the court's discretion either e-File order or walk them through please DO **NOT** do both. You can check to see if your order has been signed by using Web Access.



Web Access

Click below to sign up:



Go to egov.tarrantcounty.com to apply today!

Pursuant to TRCP 21 (f) (8)...

All filed documents must be submitted:

- ⇒ By rotating the document so that the file mark will appear in the upper right hand corner
- ⇒ In text searchable PDF
- ⇒ Directly converted to PDF if possible
- ⇒ With a 300 dpi resolution
- ⇒ With a page size of 8.5" x11"
- ⇒ With no embedded fonts

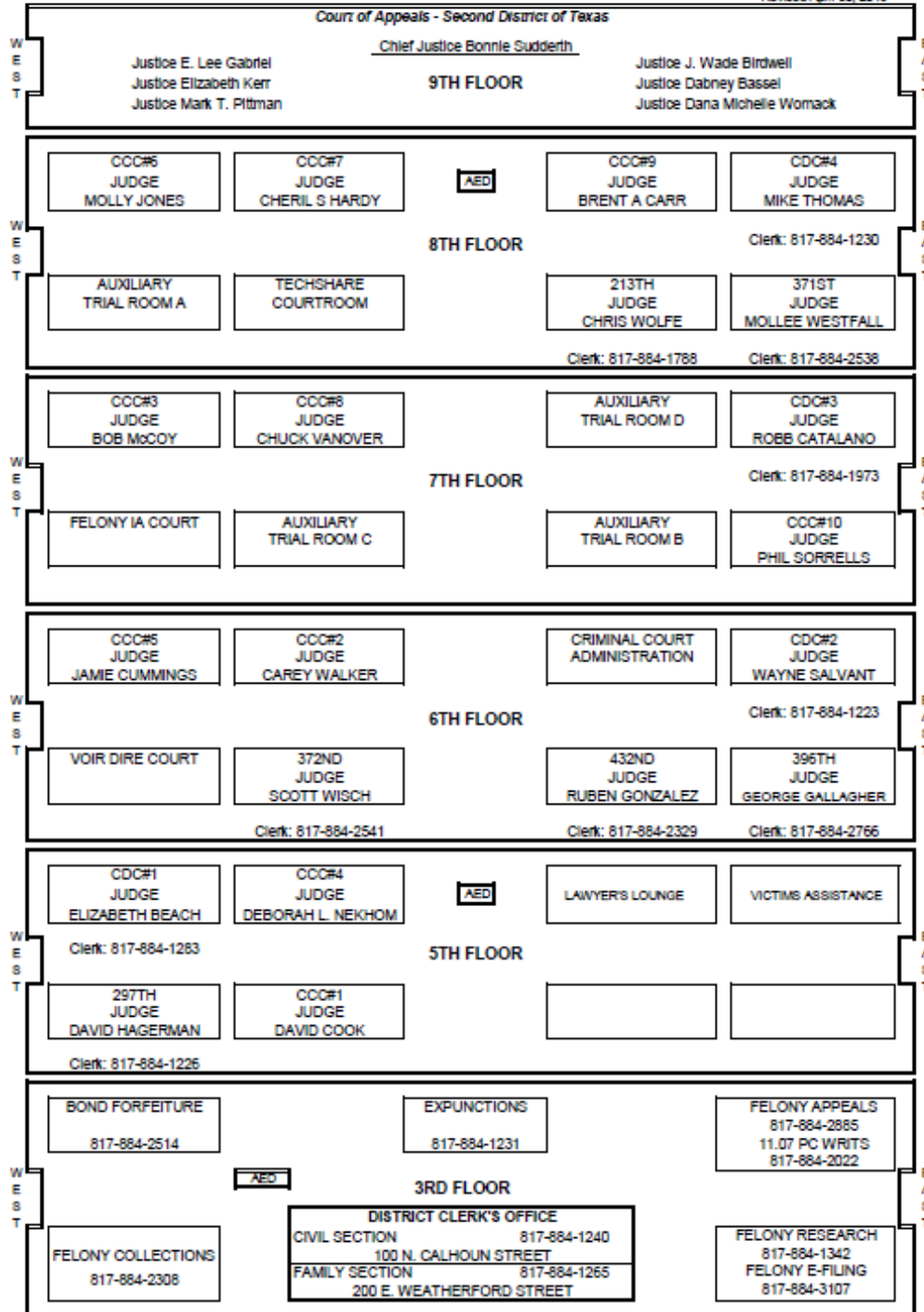


Please be aware of some court room reassignments in the Justice Center as of April 1, 2019. For your convenience we have included a copy of our Justice Center Court Locator.

Thomas A. Wilder
 Tarrant County District Clerk
 Tarrant County Justice Center
 401 W. Belknap
 Fort Worth, TX 76196

COURT LOCATOR GUIDE

Revised April 30, 2019



MAGISTRATE CLERKS: 817-884-2519
 817-884-1384
 Located In Basement at 401 W. Belknap

Automated Defibrillators are located on Plaza level and on floors three, five and eight.

Bills of Interest for the Clerk

Fee Bills



HB686 & SB658 – Identical – Would make the Records Archive Fee of \$10 permanent

HB2651 & SB171 – Identical – Would increase the Peace Office Fee from \$50 to \$75

HB3992 – Would increase the courthouse security fee to \$10

SB39 - Consolidating Civil court costs

SB346 – Consolidating Criminal court costs

SB1180 – Would create a \$2 court cost to benefit the Veterans Treatment Program

Protective Orders

HB131 & SB157 – Identical – Relating to extreme risk protective orders

HB629 & SB325 – Establishes a protective order registry

SB2133 – Implements a statewide case management system allowing DPS immediate access to case information



Expunctions/Non-Disclosure

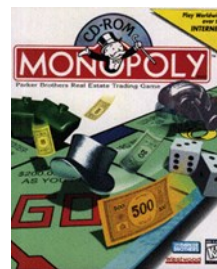
HB229 – Pertains to non-violent offenses of Class B and C

HB1320 & SB2396 – Identical – Would allow automatic expunctions for individuals that complete a mental health program

Uncollectible

HB435 – SB1792 – Alike - Uncollectible civil cases

HB2259 & SB1774 – Alike - Uncollectible criminal cases



Jurisdictional

HB1033 & SB793 – Identical – Relating to the jurisdiction of county and justice court in civil matter

HB4149 & SB2259 – Identical – Creation of a Business Court

Contact Us



Tim Curry Criminal Justice Center
401 W Belknap Street



Family Law Center
200 E Weatherford Street



Tom Vandergriff Civil Courts Building
100 N Calhoun Street



Scott D. Moore Juvenile Justice Center
2701 Kimbo Road



E-filing Questions?
Call for assistance:



Family: 817-212-6954
Civil: 817-212-6953
Criminal: 817-884-1342

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 3rd 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.

Michelle Farrell – Lead Felony/Civil Clerk

Lead Clerk – 817-884-2514

Luz Rodriguez – Auxiliary

Lead Auxiliary Clerk – 817-884-2508

Taylor Rager – Expunctions

Associate Clerk – 817-884-1231

Melissa Summers – Seizures

Associate Clerk – 817-884-1156



www.tarrantcounty.com

Click on government

Click on District Clerk