



District Clerk Newsletter

Thomas A. Wilder, District Clerk



DISTRICT CLERK CORNER

Dear Legal Professionals:

First, my deepest condolences to those of you who have been heavily impacted by the COVID-19 pandemic. Having been in small business for over 20 years (The Wilder Company) before being elected, I have some idea what everyone is experiencing.

Please be advised that the District Clerk’s office has been open for business all through this pandemic having been deemed “essential” by the OCA and Texas Supreme Court. However, we have remained in compliance with all social distancing and other requirements for employee and public safety.

Early on, we spaced and limited litigants entering our office and provided gloves, masks, cleaning supplies and hand sanitizer for staff and for the public entering our court buildings and the District Clerk offices.

A rotation was established where some deputies were working at home and some on call, so that we had a reserve of staff in case some had to be quarantined. I am happy to say that we have had no virus infections as of this writing, except for two areas where attorneys appeared who later tested positive. These areas were subjected to deep cleaning and fogging with approved disinfectant before being re-opened.

Also, please visit our website ([click here](#)) to view Supreme Court and District Court orders that may affect your practice, including the orders regarding postponing of service (citations) and

suspension of large dockets plus imposing video hearings by phone and Zoom.

Grand juries started up 3 weeks ago and we have had about 2,000 indictments during that time. We are running flat on civil and family new cases filed vs. last year which was a record year so there is plenty to do.

We are committed to doing our duty to preserve the Rule of Law and know you are too!

Regards,

District Clerk

DClerk@TarrantCounty.com



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CIVIL Section

Kelly Jones began her time at the District Clerk's office as an Associate Clerk in the 325th Family Court in 2006. Since that time she has worked in multiple courts and departments in Family, Civil and Delinquent Tax. In 2017, Kelly was promoted as the Supervisor of the Delinquent Tax Section.

Kelly has one daughter, Abigail, who is 6 going on 16 and does an excellent job scheduling Kelly's free time outside of the work week. Besides keeping constantly busy and active and always trying new things with her daughter, Kelly enjoys gardening, cooking and going to the beach as much as possible.

After working here for almost 14 years, Kelly in no way feels that she has had the *same* job for that time. From court clerk to file desk to document production in both Family and Civil, Kelly has been able to experience the job from many different perspectives, and continues to learn something new every day. She is never bored at work, and loves to help others not only learn the work, but understand the importance of the tasks they complete. She looks forward to continuing her education in the workplace and to experience what might happen next at the District Clerk's office.

Frequently Asked e-Filing Question

Will my credit card be charged for a filing that was rejected or cancelled?

*No, your credit card will not be charged. Only accepted filings are charged. When the filing is submitted, the system **does a preauthorization that will hold the funds on your card**, but once the rejection notification has been sent to the financial institution that owns your card, those funds should be released (some banks and credit card companies can take 3-14 business days to process this information and remove the hold). The same is true if you cancel a filing or your filing goes into a submission fail.*

You can access FAQ's, tutorials, user guides, e-Filing tips, and research answers to your questions, as well as the information shown above, at the following link:

<https://tylertech.egain.cloud/kb/txh5/content/PROD-5819/Will-my-credit-card-be-charged-for-a-filing-that-was-rejected-or-cancelled-5819?query=5819>

Potential Impact of Covid-19 on Service by Certified Mail

It has come to our attention that the United States Postal Service has modified their procedures regarding the delivery of certified mail items (see below). These changes could potentially affect whether citations and other documents served by certified mail with restricted delivery are considered “good service”. This is something you may want to take into consideration when determining what method of service you wish to use.

***From USPS.com:

Updated 4/21/2020

What is the legality when USPS Letter Carriers enter initials on their electronic device for package Certified/ Electronic return receipt?

In light of the exigent circumstances created by the Coronavirus pandemic, the Postal Service determined it was necessary to change the signature requirements associated with the delivery of accountable mail and packages in order to follow the guidance of the CDC on social distancing in order to reduce opportunities for possible transmission of COVID-19. It should be understood that our carriers are not signing for customers, but instead indicating that they have identified the customer to whom the item is being delivered. The new practice is deemed to fit within the requirements set forth in the Domestic Mail Manual (“DMM”). Under existing federal law, the Postal Service has authority to temporarily alter its procedures to ensure it can continue to provide postal services to nation. 39 U.S.C. §§ 101, 401, 403, 410.

The Postal Service is committed to ensuring the safety and well-being of our employees and the communities we serve during the COVID-19 pandemic.

E-FILING RETURN FOR CORRECTION REPORTS

We have provided e-filing breakdown reports below, by section, for the first six months of FY 2020. Our staff continues to work diligently to process all e-filing in a timely manner. If you have any questions, please contact our office.

TARRANT COUNTY DISTRICT CLERK CIVIL E-FILING REPORT - FY 2020

MONTH	INITIAL	INITIAL REJ	SUBSEQUENT	SUBSEQUENT REJ	TOT ACCEPT	TOT REJ	GRAND TOTAL	PERCENTAGE
OCTOBER	1,003	153	11,949	550	12,952	703	13,655	5.43%
NOVEMBER	770	101	9,014	432	9,784	533	10,317	5.45%
DECEMBER	745	115	9,244	477	9,989	592	10,581	5.93%
JANUARY	883	90	11,345	618	12,228	708	12,936	5.79%
FEBRUARY	683	82	9,996	531	10,679	613	11,292	5.74%
MARCH	828	155	9,519	519	10,347	674	11,021	6.51%
TOTALS	4,912	696	61,067	3,127	65,979	3,823	69,802	5.79%

TARRANT COUNTY DISTRICT CLERK TAX E-FILING REPORT - FY 2020

MONTH	INITIAL	INITIAL REJ	SUBSEQUENT	SUBSEQUENT REJ	TOT ACCEPT	TOT REJ	GRAND TOTAL	PERCENTAGE
OCTOBER	404	5	2,280	40	2,684	45	2,729	1.68%
NOVEMBER	403	3	1,512	32	1,915	35	1,950	1.83%
DECEMBER	276	6	1,330	30	1,606	36	1,642	2.24%
JANUARY	266	7	2,167	37	2,433	44	2,477	1.81%
FEBRUARY	220	13	1,485	40	1,705	53	1,758	3.11%
MARCH	312	14	1,317	38	1,629	52	1,681	3.19%
TOTALS	1,881	48	10,091	217	11,972	265	12,237	2.21%

TARRANT COUNTY DISTRICT CLERK FAMILY E-FILING REPORT - FY 2020

MONTH	INITIAL	INITIAL REJ	SUBSEQUENT	SUBSEQUENT REJ	TOT ACCEPT	TOT REJ	GRAND TOTAL	PERCENTAGE
OCTOBER	1,485	351	7,184	637	8,669	988	9,657	11.40%
NOVEMBER	1,045	322	6,028	646	7,073	968	8,041	13.69%
DECEMBER	990	300	5,527	508	6,517	808	7,325	12.40%
JANUARY	1,374	383	6,857	605	8,231	988	9,219	12.00%
FEBRUARY	1,086	463	6,563	641	7,649	1,104	8,753	14.43%
MARCH	1,195	482	6,460	674	7,655	1,156	8,811	15.10%
TOTALS	7,175	2,301	38,619	3,711	45,794	6,012	51,806	13.13%

**TARRANT COUNTY DISTRICT CLERK
AG E-FILING REPORT - FY 2020**

MONTH	INITIAL	INITIAL REJ	SUBSEQUENT	SUBSEQUENT REJ	TOT ACCEPT	TOT REJ	GRAND TOTAL	PERCENTAGE
OCTOBER	1,241	106	3,013	209	4,254	315	4,569	7.40%
NOVEMBER	998	70	2,441	135	3,439	205	3,644	5.96%
DECEMBER	955	85	2,612	168	3,567	253	3,820	7.09%
JANUARY	1,233	171	2,670	185	3,903	356	4,259	9.12%
FEBRUARY	925	55	2,910	168	3,835	223	4,058	5.81%
MARCH	892	253	2,614	178	3,506	431	3,937	12.29%
TOTALS	6,244	740	16,260	1,043	22,504	1,783	24,287	7.92%

**TARRANT COUNTY DISTRICT CLERK
FELONY / CIVIL E-FILING REPORT - FY 2020**

MONTH	INITIAL	INITIAL REJ	SUBSEQUENT	SUBSEQUENT REJ	TOT ACCEPT	TOT REJ	GRAND TOTAL	PERCENTAGE
OCTOBER	246	69	358	11	604	80	684	13.25%
NOVEMBER	203	35	362	13	565	48	613	8.50%
DECEMBER	181	46	308	10	489	56	545	11.45%
JANUARY	278	25	254	5	532	30	562	5.64%
FEBRUARY	216	15	283	14	499	29	528	5.81%
MARCH	257	31	250	7	507	38	545	7.50%
TOTALS	1,381	221	1,815	60	3,196	281	3,477	8.79%

**TARRANT COUNTY DISTRICT CLERK
CRIMINAL E-FILING REPORT - FY 2020**

MONTH	INITIAL	INITIAL REJ	SUBSEQUENT	SUBSEQUENT REJ	TOT ACCEPT	TOT REJ	GRAND TOTAL	PERCENTAGE
OCTOBER	0	0	4,984	191	4,984	191	5,175	3.83%
NOVEMBER	0	0	4,100	121	4,100	121	4,221	2.95%
DECEMBER	0	0	3,950	176	3,950	176	4,126	4.46%
JANUARY	0	0	5,007	234	5,007	234	5,241	4.67%
FEBRUARY	0	0	4,881	221	4,881	221	5,102	4.53%
MARCH	0	0	4,154	204	4,154	204	4,358	4.91%
TOTALS	0	0	27,076	1,147	27,076	1,147	28,223	4.24%

**TARRANT COUNTY DISTRICT CLERK
GRAND TOTAL E-FILING REPORT - FY 2020**

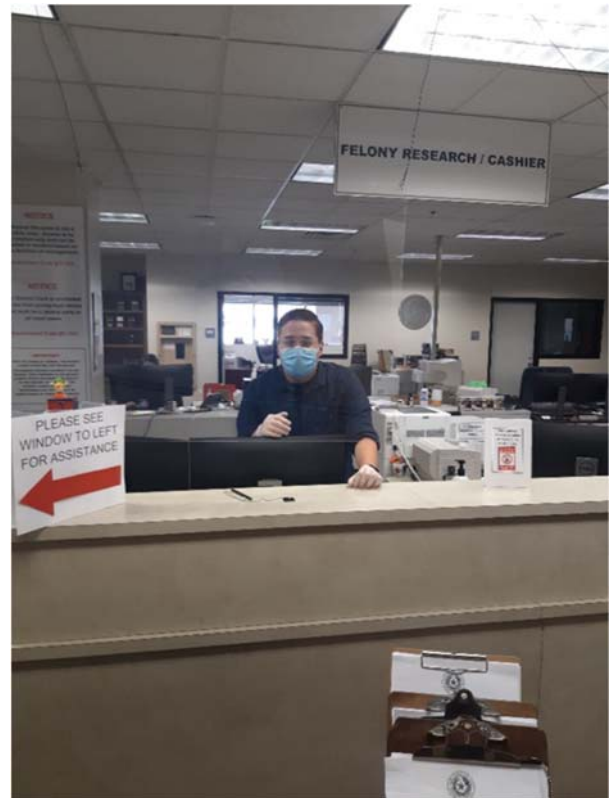
MONTH	INITIAL	INITIAL REJ	SUBSEQUENT	SUBSEQUENT REJ	TOT ACCEPT	TOT REJ	GRAND TOTAL	PERCENTAGE
OCTOBER	4,379	684	29,768	1,638	34,147	2,322	36,469	6.80%
NOVEMBER	3,419	531	23,457	1,379	26,876	1,910	28,786	7.11%
DECEMBER	3,147	552	22,971	1,369	26,118	1,921	28,039	7.36%
JANUARY	4,034	676	28,300	1,684	32,334	2,360	34,694	7.30%
FEBRUARY	3,130	628	26,118	1,615	29,248	2,243	31,491	7.67%
MARCH	3,484	935	24,314	1,620	27,798	2,555	30,353	9.19%
TOTALS	21,593	4,006	154,928	9,305	176,521	13,311	189,832	7.54%

CORONAVIRUS PREVENTIVE MEASURES



The District Clerk’s Office has implemented preventative measures to protect the public and office staff, while continuing to produce the same level of customer service our office is known for. The District Clerk’s Office has installed plexiglass partitions between the staff and the public. During this time staff are required to wear face masks and gloves when interacting with customers to reduce exposure. The office encourages attorneys, bondsman, etc. to continue utilizing e-File, e-mail, or other online avenues as to limit traffic in county buildings. Our employees are checking their temperatures each morning before interacting with customers and regularly disinfecting surroundings to maintain a clean work space. We are requesting attorneys with on-site court clerk business in Criminal, please contact the floor managers for assistance.

5 th Floor 817-884-3332	7 th Floor 817-884-2521
6 th Floor 817-884-1873	8 th Floor 817-884-2524



TARRANT COUNTY DISTRICT CLERK ONLINE

Thomas A. Wilder, District Clerk

<https://dcsa.tarrantcounty.com>

District Clerk Subscriber Access

Dear Subscribers:

DCSA has a new location (URL), look and feel but it essentially works the same as Legacy DCSA.

We are rolling out new enhancements in phases and we are open to your suggestions (tljohnson@tarrantcounty.com); however, we are not going back to Legacy.

What You Should Know:

1. Your six-digit subscriber number that begins with a “0”.
2. All payments are due on or prior to the first working day of the month, regardless of if you use the service or not.
3. The payment amount should equate to the cost associated to the quantity of users on the account in **even increments** of \$35 or

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more (see user tier information below). The monthly fee will increase by \$35 if you request to add additional users in increments of 5.

- a. 1-5 users (**\$35** a month)
- b. 6-10 users (**\$70** a month)
- c. 11-15 users (**\$105** a month)
- d. 16 – 20 users (**\$140** a month)
- e. 21 – 25 users (**\$175** a month)
- f. 26 – 30 users (**\$210** a month)

4. Courtesy notifications are e-mailed ([DC Notifications@TARRANTCOUNTY.COM](mailto:DCNotifications@TARRANTCOUNTY.COM)) on the 15th of the month advising you to check your account balance when the escrow balance has one to two months of service left remaining. It is recommended that you pay upon receipt of this notice to prevent the account from closing on the first working day of the month.

5. How can I pay?

- a. With a check made payable to Tarrant County District Clerk or TCDC and mailed to:

Tarrant County District Clerk
Attn: Web Access
100 N. Calhoun St., 2nd Floor
Fort Worth, TX 76196

- b. Via credit card through Certified Payments
<https://www.certifiedpayments.net/>

Bureau Code – 2631095

Payment Amount – Increments of \$35 or designated tier amount

Case Number/Account Number – Your six-digit subscriber number

***DO NOT ENTER YOUR CREDIT CARD NUMBER OR THE BUREAU CODE**

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6. The account balance is not the amount due, it is the funds available in escrow.
7. Password/Log In credentials should not be shared. If you need to be added as a user, contact the manager on the account or send an e-mail to tljohnson@tarrantcounty.com and include the account number and firm name. The new system will not allow multiple users to log in at the same time using the same credentials.
8. I had an account, but it closed, and I want to reactivate the account. ****DO NOT SETUP A NEW ACCOUNT – CONTACT THE ADMINISTRATOR 817-212-7208****
9. I cannot log in: Trouble shoot by clicking on “Forgot Password”, if that doesn’t work, please contact the Administrator 817-212-7208.

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!



Web Access

Click below to sign up:



Go to <https://dcsa.tarrantcounty.com> to apply today!



May 25, 2020 Memorial Day
July 3, 2020 Independence Day
September 7, 2020 Labor Day

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 currently accepts electronically filed documents for Expunctions, Non-Disclosures, Felony Occupational Drivers Licenses, Bond Forfeiture (NISI's) and Seizure cases only.

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

Felony/Civil Filing 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

Melissa Summers –Auxiliary

Lead Auxiliary Clerk – 817-884-1156

Shawn Rosemeyer -Expunctions

Associate Clerk – 817-884-1231

Brittany Sutton-Seizures

Associate Clerk – 817-884-2508

**Visit Our
Website**

www.tarrantcounty.com

Click on government

Click on District Clerk