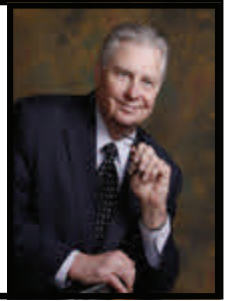




# District Clerk Newsletter

## Thomas A. Wilder, District Clerk



### DISTRICT CLERK CORNER

This quarter's newsletter features **more e-Filing information as well as new information on the new civil courts building, our new civil/family manager and other facts of interest to the legal community.**

E-Filing still has some problems on the District Clerk side but many attorneys are now finding it to be of value to them. We will continue to work with the vendor to resolve problems and refine the system. Your comments are invited so please e-mail me or one of the managers with your questions and comments.

Our new civil/family manager Monica Foster has been with us six months and is settling in well. She comes to us from General Electric with prior experience in the federal courts (see profile inside).

Much has been accomplished in 2014 including implementation of Supreme Court mandated e-Filing, substantial progress on the new case management project (the first completely new one in 25 years) plus big steps towards the planned move to the civil courts building in May. (see more info herein)

In addition, substantial changes have occurred in personnel mostly due to retirements. We have a new Civil/Family Manager (Monica Foster), family assistant manager (Sylvia Medrano) and a new family floor supervisor (Sharon Byrd). A number of lead clerks who retired or moved other places have been replaced so you will see a number of new faces in our office as well as in the judiciary.

2015 has started fast and with the legislative session in full swing, there is much to do to keep cost efficient, common sense government in place. I also appreciate the regular comments on our good service that are received from the legal community and general public.

Our U.S. passport business has really grown due to our good service (over 35,000 FY2014) and our court document and research stations in the sub-courthouses were increased with the addition of a District Clerk office in the Mansfield Sub-Courthouse (see all locations herein).

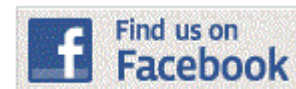
Happy New Year,

Tom Wilder

### Subscribe for Web Access



Go to [egov.tarrantcounty.com](http://egov.tarrantcounty.com) to apply today!



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### Senior Management Spotlight: Monica Foster, Civil/Family Manager

This quarter, we'd like to highlight Monica Foster, our new Civil/Family Manager. She comes to us with many years of management expertise. Ms. Foster has thirteen years of experience in the federal courts and with General Electric for about four years. She brings a wealth of organizational and team building experience to our office. Ms. Foster is fluent in Spanish and in her spare time, she enjoys spending time with her family and friends. She also enjoys volunteering at church and in her community.



Ms. Foster's office is located in the Family Law Center. She also spends a couple of days each week at the Tim Curry Justice Center with the Civil team. She is helping in our transition to the new civil courts building and will spend time there once the move is complete.

Ms. Foster is very excited to join our team and looks forward to many years with the District Clerk's office.

### Jury Calendars Available

Please remember to pick up a copy of the 2015 Tarrant County Jury Calendar at one of our File desks in Civil, Family, Criminal or Juvenile. If you prefer, you may also obtain a copy at one of our Sub-Courthouse locations listed below.

## 2015

### TARRANT COUNTY JURY CALENDAR

THOMAS A. WILDER, DISTRICT CLERK

District Clerk Sub-office  
 Civil: 817-884-1228    Criminal: 817-884-1142    Family: 817-884-1208  
 http://www.tarrantcountytx.gov/officeofthedistrictclerk/    District Clerk  
 E-mail: [tda@tarrantcountytx.gov](mailto:tda@tarrantcountytx.gov)

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Child Support	Criminal District	Family District
<p><b>Child Support</b></p> <p>1st District: 817-884-1228 2nd District: 817-884-1228 3rd District: 817-884-1228 4th District: 817-884-1228 5th District: 817-884-1228 6th District: 817-884-1228 7th District: 817-884-1228 8th District: 817-884-1228 9th District: 817-884-1228 10th District: 817-884-1228 11th District: 817-884-1228 12th District: 817-884-1228 13th District: 817-884-1228 14th District: 817-884-1228 15th District: 817-884-1228 16th District: 817-884-1228 17th District: 817-884-1228 18th District: 817-884-1228 19th District: 817-884-1228 20th District: 817-884-1228 21st District: 817-884-1228 22nd District: 817-884-1228 23rd District: 817-884-1228 24th District: 817-884-1228 25th District: 817-884-1228 26th District: 817-884-1228 27th District: 817-884-1228 28th District: 817-884-1228 29th District: 817-884-1228 30th District: 817-884-1228 31st District: 817-884-1228</p>	<p><b>Criminal District</b></p> <p>1st District: 817-884-1228 2nd District: 817-884-1228 3rd District: 817-884-1228 4th District: 817-884-1228 5th District: 817-884-1228 6th District: 817-884-1228 7th District: 817-884-1228 8th District: 817-884-1228 9th District: 817-884-1228 10th District: 817-884-1228 11th District: 817-884-1228 12th District: 817-884-1228 13th District: 817-884-1228 14th District: 817-884-1228 15th District: 817-884-1228 16th District: 817-884-1228 17th District: 817-884-1228 18th District: 817-884-1228 19th District: 817-884-1228 20th District: 817-884-1228 21st District: 817-884-1228 22nd District: 817-884-1228 23rd District: 817-884-1228 24th District: 817-884-1228 25th District: 817-884-1228 26th District: 817-884-1228 27th District: 817-884-1228 28th District: 817-884-1228 29th District: 817-884-1228 30th District: 817-884-1228 31st District: 817-884-1228</p>	<p><b>Family District</b></p> <p>1st District: 817-884-1208 2nd District: 817-884-1208 3rd District: 817-884-1208 4th District: 817-884-1208 5th District: 817-884-1208 6th District: 817-884-1208 7th District: 817-884-1208 8th District: 817-884-1208 9th District: 817-884-1208 10th District: 817-884-1208 11th District: 817-884-1208 12th District: 817-884-1208 13th District: 817-884-1208 14th District: 817-884-1208 15th District: 817-884-1208 16th District: 817-884-1208 17th District: 817-884-1208 18th District: 817-884-1208 19th District: 817-884-1208 20th District: 817-884-1208 21st District: 817-884-1208 22nd District: 817-884-1208 23rd District: 817-884-1208 24th District: 817-884-1208 25th District: 817-884-1208 26th District: 817-884-1208 27th District: 817-884-1208 28th District: 817-884-1208 29th District: 817-884-1208 30th District: 817-884-1208 31st District: 817-884-1208</p>

**2015 TARRANT COUNTY JURY CALENDAR**

**NON-JURY WEEKS FOR ALL COURTS**

January 2, 16 and 20-21, February 13 and 17-20, March 8, 9, 13, 27 and 31, April 1, 2, May 23 and 26-28, June 26 and 29-30  
 July 1-2, August 2, 10-14, September 4 and 6-11, October 5 and 12-16, November 20, and 25-28, December 10, 21, 23, and 26-31

JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
4 5 6 7 8 9 10	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7
11 12 13 14 15 16 17	8 9 10 11 12 13 14	8 9 10 11 12 13 14	8 9 10 11 12 13 14
18 19 20 21 22 23 24	15 16 17 18 19 20 21	15 16 17 18 19 20 21	15 16 17 18 19 20 21
25 26 27 28 29 30 31	22 23 24 25 26 27 28	22 23 24 25 26 27 28	22 23 24 25 26 27 28

MAY	JUNE	JULY	AUGUST
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2	1 2 3 4 5 6	1 2 3 4	1
3 4 5 6 7 8 9	7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8
10 11 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15
17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22
24 25 26 27 28 29 30 31	28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29 30 31

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2 3	1 2 3 4 5 6 7	1 2 3 4 5
6 7 8 9 10 11 12	4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12
13 14 15 16 17 18 19	11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19
20 21 22 23 24 25 26	18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26
27 28 29 30	25 26 27 28 29 30 31	29 30	27 28 29 30 31 1

## 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

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## CONTINUING JURISDICTION



**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**



### **Cheryl Ginunas**

Lead Clerk, Family

#### Filing a new petition with a court of continuing jurisdiction

- ◆ Leave the case number off of the document
- ◆ Indicate the court of continuing jurisdiction number on the pleading
- ◆ Provide the complete case number under notice to clerk

#### E-File Texas assigns a case number and the case number did not fall into its court of continuing jurisdiction

- ◆ File desk clerk will transfer the new case filing in JIMS to its court of continuing jurisdiction
- ◆ Email will be sent to the filer of the case number change

#### FYI

- ◆ E-file assigned case number will be blocked in the JIMS system and pleadings will not be allowed to be filed into an E-file assigned case number
- ◆ New petition will need a pen-n-ink change on the case number since a transfer does not change the case number E-File Texas imprints on the document
- ◆ All future filings will need to reflect the correct case number
- ◆ The only numbers that will change when a case is transferred are the first three numbers of the case number; from the assigned court number to the court number of the court of continuing jurisdiction

#### Do

- ◆ Do remember to add an email address to the signature block at the end of each pleading
- ◆ Do keep the District Clerk's office up to date on any email changes.

# PRINT FILE MARKED COPY OF E-FILED PLEADING

**Cheryl Ginunas**

Lead Clerk, Family



We've had many inquiries for assistance in printing out file-marked copies of an E-filed document. Below you will find instructions on how to do the following:

- Print off a file mark copy from acceptance email or
- Print off a file mark copy from provider's E-filing details (as shown on E-File Texas):

Status	Filing Code	Case Type	Filing Description	Date Reviewed	Reviewer
Accepted	Motion for Enforcement	Divorce with Children	MOTION FOR ENFORCEMENT OF P	10/10/2014 10:45:17 AM	Cheryl
Accepted	Notice	Divorce with Children	NOTICE TO APPEAR FOR ENFORCE	10/10/2014 10:45:17 AM	Cheryl

Filing Details  
(Scroll down to Pleading being E-filed)

**Motion for Enforcement**

Filing Type: EFile  
 Filing Code: Motion for Enforcement  
 Filing Description: MOTION FOR ENFORCEMENT OF PROPERTY DIVISION FOR  
 Reference Number:  
 Comments:  
 Preliminary Copies:  
 Status: Accepted  
 Accepted Date: 10/10/2014 10:46:16 AM

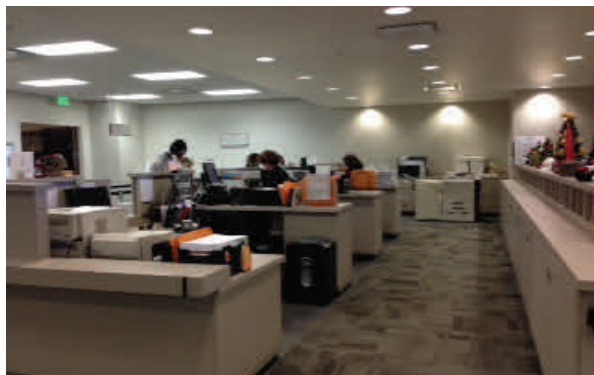
**Fees**

Court Fee	\$30.00
Filing & Service Fee	\$0.00

**Documents**

Lead Document: [redacted] motion for enforcement.pdf [Original] [Transmitted] 282 bytes

Attachments: View Stamped Document 448 bytes





## Welcome New District and Associate Judges

We'd like to take this opportunity to welcome two new District Judges and two new Associate Judges to Tarrant County!



### Criminal

297th District Court  
Judge David Hagerman

### Family

323rd District Court (Juvenile)  
Judge Tim Menikos  
Associate Judge James Teel

Title IV-D Court  
Associate Judge Cherimi Jenkins

## Helpful Hints

### Proposed Orders for the 360th Court

Currently, the 360th Court does not accept any proposed orders via the E-file system. This includes all Notices of Hearing, TRO, Orders to Appear, proposed temporary and final orders. Any order setting a hearing should be emailed directly to the coordinator (at [csloveless@tarrantcounty.com](mailto:csloveless@tarrantcounty.com)) after accepted filing of the coordinating motion along with at least 3 proposed dates for setting. It will be completed by the coordinator and emailed back to you or may be made available for printing via the JIMS system. Any proposed temporary or final order shall be walked through or mailed in for signature accompanied by copies for conforming.



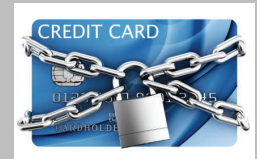
### Remember the Austin Form.....

If you are dropping off a final order for signature or with a 10-day letter, please be sure to include a completed Austin form with it. We are repeatedly having to call attorneys for this form.

### Searching Cause number for a Subsequent Filing

- ⇒ Ensure the dashes are used (i.e. 231-565432-14)
- ⇒ If the cause number is not found, call the court clerk to check the case status

### CREDIT CARD COMPROMISED?



If your credit card gets compromised, remember to take the following action:

1. Change your credit card on your E-file account
2. Update your account or contact your provider

# CIVIL E-FILING ASSISTANCE

## Sharon M. Byrd / Shay Stroik

Lead Clerk, Civil / Associate Clerk

### File mark date

Keep in mind that the Tarrant County District Clerk does not back file mark documents. Therefore, if you are up against a filing deadline it is important to file your pleadings as early as possible and check the status of your envelope to ensure that it has been successfully accepted prior to the deadline.

### Filing into transferred cases

For best results, do not use your Filing History to file into transferred cases. This can result in your pleadings going into the original case, not the transferred case. Instead, type in the new case number and file into the case that way. It is also important to be sure that your pleadings are titled with the new case number.

### Cases which have been Removed to Federal Court

In order to file into these types of cases (requesting return of bond money, etc.)...please contact the District Clerk's office to have the status of the case temporarily changed to allow you to file into it. Once you have completed your filing, please let the clerks know so that the case status can be changed back.

### Initial case filing fee

It is important to remember that when you choose petition, the filing fee is not automatically attached. You must choose Filing Civil Case under Optional Services to attach the filing fee.

### Requesting Citations by Secretary of State

Please note that when requesting this type of citation, you will request one citation (\$8.00) and pay for an additional copy of the citation (\$.70). The citation must be accompanied by two copies of the file marked petition (you may pay for the copies at the time you request the citation through E-File Texas or provide the file marked copies to the clerk).

### Initial case filings-Garnishment cases

Keep in mind that due to limitations in E-File Texas, Garnishment cases do not automatically get filed into the original court of jurisdiction. They are randomly assigned in our case management system and then we must manually transfer them to the original court. Therefore, it is important that you wait until you receive the corrected case number via email from the clerk before you attempt to file any subsequent pleadings into the case.



## Judicial Committee on Information Technology: Proposed Changes to Standards

The Standards Committee has adopted a schedule that allows the standard to be updated up to two times each calendar year. These updates are expected to be completed in March and September to allow time for implementation prior to the next mandatory E-filing deadline.

### Process for Changing:

1. The Committee receives feedback from all stakeholders (clerks, EFSPs, case management vendors).
2. The Committee discusses the feedback and incorporates changes as appropriate.
3. The draft is circulated to all JCIT membership for feedback.
4. The Committee incorporates changes as appropriate.
5. JCIT votes to approve the draft standard and forwards it to the Supreme Court and Court of Criminal Appeals for final approval.
6. The Supreme Court and Court of Criminal Appeals can change/approve standard.
7. The EFM vendor and counties have 90 days to implement the newly approved standard.

For more information visit:

[www.txcourts.gov](http://www.txcourts.gov)

## E-Filing Changes For Felony/Civil Cases

### Mark Ward

Criminal Assistant Manager

The OCA has added a new requirement to all Felony/Civil New Case filings processed through [www.efiletexas.gov](http://www.efiletexas.gov)

Once you have reached the filings portion of your new case filing you will see a new field in the lower right corner just above the **Summary** button title Damages Sought\*.

**Damages Sought\***

In order to proceed with your new filing, a selection is required in this field. Any selection is acceptable but we recommend selecting the lowest amount as shown below.

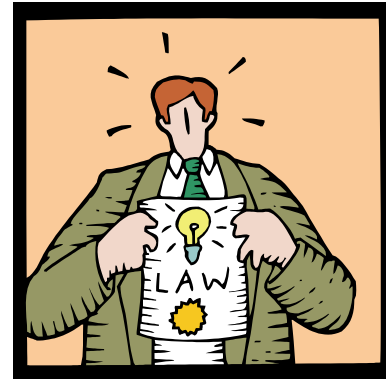
**Damages Sought\***

Once you have made your selection and entered all other necessary information you can proceed to summary and submission of your new filing.



## District Clerk Legislative Committee

The 84<sup>th</sup> Legislation had its kickoff on November 10<sup>th</sup>. The District Clerks office is busy reading and researching bills. We look for fee bills, bulk data bills, and any type of bill that will impact the clerk's processes. The District Clerk Legislative Committee is comprised of a committee chair and several bill readers from upper management to court clerks. This way we have every aspect of our division involved for a more thorough review. Our legislative team meets once a month, beginning months before the legislative session begins listening to Interim Committee Hearings. Each section of the clerk's office works together through email, meetings, conference calls, and communicating with other counties when reviewing bills. All this to better serve our customers and run an efficient office.



### 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 – 817-884-2507

#### **Michelle Farrell –Auxiliary**

Lead Auxiliary Clerk – 817-884-2514

#### **Maray Elliot -Expunctions**

Associate Clerk – 817-884-1231

#### **Nellie Herrera -Seizures**

Associate Clerk – 817-884-1156

## Looking Ahead...



The new Civil Courts building, located at 100 N. Calhoun Street, is tentatively scheduled to open in May of 2015. The District Clerk's Administrative Offices, Accounting, Civil, Tax and Passport sections will be located in the new building. Please look for more information in our upcoming edition.



**E-File Texas is scheduled to release their new software update, version 3.9, into production on January 17, 2015. Please remember to keep a look out for anything out of the ordinary, since many offices encountered some problems related to the last upgrade.**