



# District Clerk Newsletter

Thomas A. Wilder, District Clerk



## DISTRICT CLERK CORNER

We are happy to announce the opening of the new **Lawyer Portal** which has been added to our existing Web Access service for court records.

As you may know, Rule 21c, Texas Rules of Civil Procedure required us to take many documents off of the internet especially in family law cases. When the Supreme Court authored this, I don't believe they fully realized the impact that it would cause. It became a nightmare for my clerks and a real inconvenience for attorneys.

Beginning January 17, 2018, this enhanced access was implemented. Our County IT department should be complimented for meeting the projected date as well as the leadership of the Family Bar that helped me urge this solution.

If you are a current Web Access subscriber and are registered as an attorney you should not notice any difference except documents previously hidden will now be available except for sealed records.

If you are not a current subscriber please visit <https://egov.tarrantcounty.com/web/guest/departments/district-clerk/subscriber-access> for details to subscribe.

Of course, with anything new in the computer world, issues may arise. The County

is updating its computer systems so we all are experiencing outages of service from time to time so please be patient.

Happy New Year,

District Clerk  
 DClerk@TarrantCounty.com

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!

### Inside this issue:

Criminal e-Filing / Important Notice / Closings	2
Criminal e-Filing Training / Contacts	3
Criminal e-Filing Do's & Don'ts / Web Access	4
Employee Spotlight / Important Notice	5
Cases Filed	6
Contact Us / Civil Felony	7

## Guess What? Criminal e-Filing is here!

We began criminal e-Filing on January 1<sup>st</sup>. With apprehension, testing, phone calls and hair pulling it was off to a start. Prior to the whistle blowing the clerk provided training sessions for the defense attorneys and held meetings with the judges. We networked with other counties along with extensive work in the test environment. There have been hiccups, but nothing that cannot be worked through. The clerk did an extensive job in preparing for the 1<sup>st</sup> day. As we move forward we will continue to work closely with attorneys, the courts, CDA's office so we can all transition into the electronic world as easy as possible.



### Reminder regarding Certified copies in Family:

All attorneys copies, pertaining to Final Orders, must be **EXACTLY** like the original that was signed by the Judge in order for our office to conform and certify them. If all signatures are on the Original document, they must be on all of the copies. For example, if changes have been made on the original document and all parties initialed the changes on the original, it must be the same on the copies. The District Clerk's office is certifying that the document is an exact copy of the original. All changes matter, regardless of how minor they may seem.



February 19, 2018	President's Day
March 26, 2018	Cesar Chavez Day
March 30, 2018	Good Friday
May 28, 2018	Memorial Day
July 4, 2018	Independence Day

### Are you interested in receiving the quarterly District Clerk Newsletter?

Send your request to: [dcnewsletter@tarrantcounty.com](mailto:dcnewsletter@tarrantcounty.com) and we'll make sure you're on the e-mail list.

# Attorney Training Provided



United, the District and County Clerks held two training sessions for defense attorneys during the month of December. There was an excellent turnout with CLE credit granted for the participants. All this was done in an effort to smoke through the issues and roadblocks before Criminal e-Filing went live for everyone.



## Helpful Links

- [Supreme Court Order Misc. Docket No. 13-9165](#)
- [Statewide Rules Governing Electronic Filing In Criminal Cases](#)
- [Judicial Committee on Information Technology](#)
- [Service Providers](#)



## Helpful Contacts

Branden Noble 817-884-3107  
Diana Parr 817-884-2666

## Subscribe for Web Access



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

## Do's and Don'ts of Criminal e-Filing

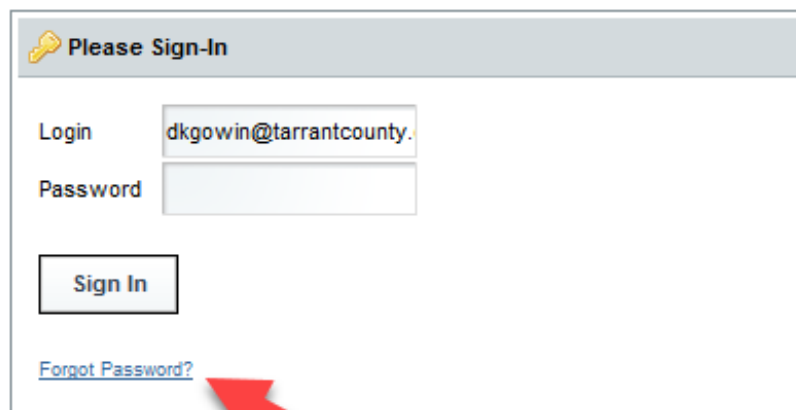
- ◆ If filing a document in letter format, include subject and type in filing description
- ◆ If filing a Letter of Representation, include a Title for better processing. Also include the court, case and defendant
- ◆ Always leave space for the file mark in the upper right hand corner
- ◆ If requesting certified copies please place request in the comments section as you are uploading documents.
- ◆ Any lead document must contain attorney signature and email address


## [Reset Password for Subscriber Access](#)

If you are having problems with logging into the District Clerk Subscriber Access System try resetting your password.

Here's how:


1. Go the Subscriber Access login page – [Subscriber Access](#)
2. Then click on the [Forgot Password?](#) link (see below)

A screenshot of a 'Please Sign-In' form. It has a title bar with a key icon and the text 'Please Sign-In'. Below the title bar are two input fields: 'Login' containing 'dkgowin@tarrantcounty.' and 'Password'. A 'Sign In' button is below the fields. At the bottom of the form is a blue underlined link 'Forgot Password?'. A large red arrow points from the bottom right towards the 'Forgot Password?' link.

 Services

[Entries](#) [Old](#)

[Criminal Docke](#)

 Access up to c

[Apply for Distr](#)

 Apply for onlin



## CIVIL Employee Spotlight

Margo Lawson began her employment with Tarrant County in January of 1996. She started her tenure by working in the Justice of the Peace #8 Office. She moved to the District Clerk's Office in 2001 and worked as an Associate Court Clerk, and several years as an Administrative Court Clerk. Margo was promoted to Civil Supervisor in the Civil/Tax Section in July of 2012. She takes pride in her work ethic and enjoys sharing her knowledge with all of the other Civil employees.

In her spare time Margo enjoys spending quality time with her supportive family. She also enjoys cooking, reading, traveling and riding her Harley, as well as volunteering at her church and community.

## Inclement Weather Filing Procedure

### \*\*\*NOTICE\*\*\*

In the event Tarrant County Government Offices are closed due to inclement weather, the District Clerk's office will utilize one of the following filing procedures.

#### Option 1 (Self-represented filers with Civil/Family cases only):

T.R.C.P. Rule 5. Enlargement of Time \*\*If you elect to use this filing option, (on the next open hours) inform the clerk of the court in which you are filing the pleading(s) to keep the postmarked envelope.

#### Option 2:

Place the pleading(s) in the designated deposit box located at the information station at 401 West Belknap, Justice Center or 200 East Weatherford St, Family Law Center.

\*\*T.R.C.P. RULE 5, Paragraph 2

If any document is sent to the proper clerk by first-class US mail in an envelope or wrapper properly addressed and stamped and is deposited in the mail on or before the last day for filing same, the same, if received by the clerk not more than 10 days tardy, shall be filed by the clerk and be deemed filed in time. A legible postmark affixed by the US Postal Service shall be prima facie evidence of the date of mailing.



Please remember to change the year on all filed pleadings from 2017 to 2018.



We continue to receive e-filed envelopes which are "stuck in processing" from the e-File vendor daily, sometimes late in the afternoon. Your patience is greatly appreciated as we work diligently to get the work processed.

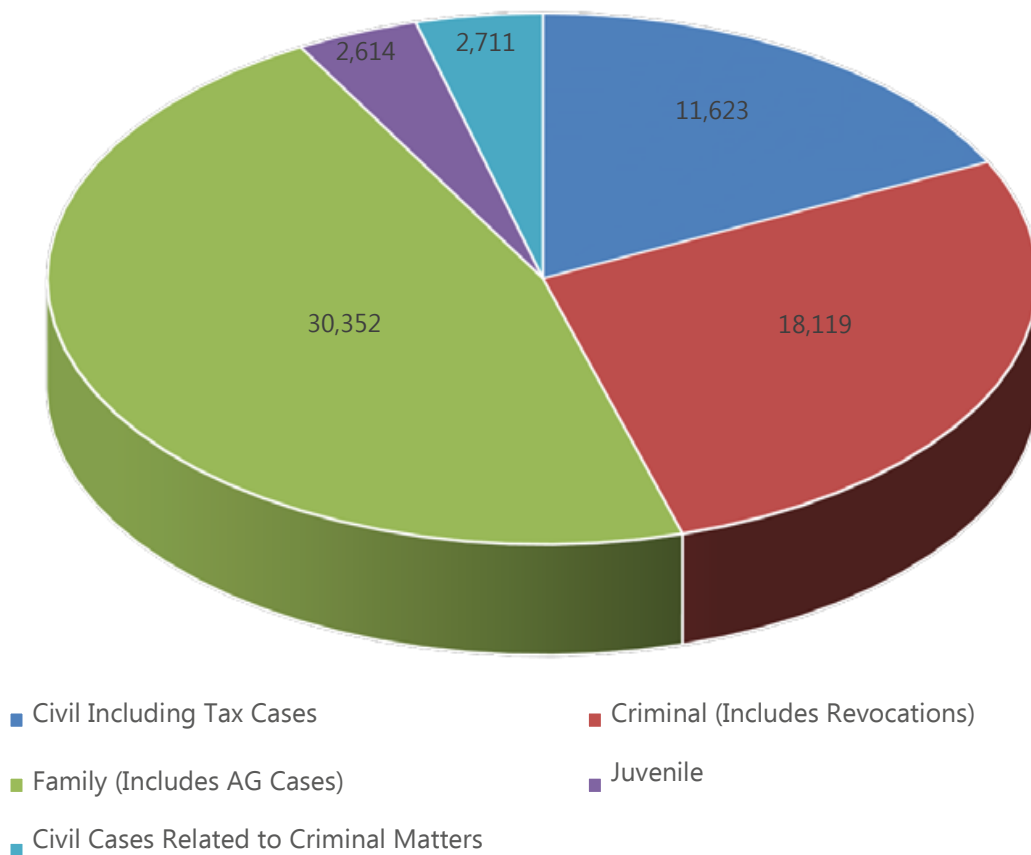
## Tarrant County District Clerk

### Cases Filed State Fiscal Year

**(September 2016 to August 2017)**

Cases Filed	FY2017
Civil Including Tax Cases	11,623
Criminal (Includes Revocations)	18,119
Family (Includes AG Cases)	30,352
Juvenile	2,614
Civil Cases Related to Criminal Matters	2,711
<b>Total</b>	<b>65,419</b>

Total Cases Filed State FY2017 65,419



# 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 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.

### **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

Visit Our  
Website

[www.tarrantcounty.com](http://www.tarrantcounty.com)